

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, April 1, 2019**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, April 1, 2019, 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**

**PROCLAMATION**

World Autism Awareness Day

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Changing the Fees Charged for the 2019 Home Show
- Resolution No. 2 - Approving Change Order No. 1 – Thompson Park Pool Demolition, D.E.W. Builders Inc.
- Resolution No. 3 - Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, General Construction
- Resolution No. 4 - Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, Electrical
- Resolution No. 5 - Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, HVAC
- Resolution No. 6 - Accepting Bid for the CDBG Central Street Sidewalk Project

Resolution No. 7 - Finding That Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000, From Residence B to Residence A Will Not Have a Significant Impact on the Environment

## **ORDINANCES**

## **LOCAL LAW**

## **PUBLIC HEARING**

7:30 p.m. Ordinance Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A

## **OLD BUSINESS**

Tabled Resolution Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 02-02-121.000 Known as 542 Cooper Street to The Triumph, LLC

## **STAFF REPORTS**

1. Public Hearing to Amend the City of Watertown's 2017 Community Development Block Grant Annual Action Plan
2. Community Development Block Grant (CDBG) Program Year 2019 annual Action Plan – Update
3. Fence Ordinance Revision

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

1. To discuss the employment history of a particular individual.

## **WORK SESSION**

Next Work Session is scheduled for Tuesday, April 9, 2019, at 7:00 p.m.

## **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, APRIL 15, 2018.**

Res No. 1

March 27, 2019

To: The Honorable Mayor and City Council  
From: Richard M. Finn, City Manager   
Subject: Changing the Fees Charged for the 2019 Home Show

At the March 18, 2019 City Council Meeting, there was discussion to support charging the City Resident fee for the 2019 Home Show event by the Northern New York Builders Exchange to be held at the Municipal Arena. The majority of the businesses participating in the Home Show are located within the City limits.

The attached Resolution for Council consideration charges the City fee for participating exhibitors at the 2019 Home Show to be held at the Municipal Arena.

**RESOLUTION**

Page 1 of 1

Changing the Fees Charged for the  
2019 Home Show

Council Member COMPO, Sarah V.  
 Council Member HENRY-WILKINSON, Ryan J.  
 Council Member HORBACZ, Cody J.  
 Council Member RUGGIERO, Lisa A.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

*Introduced by*

\_\_\_\_\_

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it will charge the City Resident fee for exhibitors at the 2019 Home Show event being held at the Municipal Arena by the New York Builders Exchange.

*Seconded by*



**CITY OF WATERTOWN, NEW YORK  
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena  
600 William T. Field Drive  
Watertown, New York 13601  
parksrec@watertown-ny.gov  
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER  
Superintendent

**Date:** March 4, 2019  
**To:** Mr. Rick Finn, City Manager  
**From:** Erin E. Gardner, Superintendent of Parks & Recreation  
**Subject:** Northern New York Builder's Exchange

Mr. Phil Reed from the Northern New York Builders Exchange has requested that the Builders Exchange be charged the City Resident fee for the 2019 Home Show.

The majority of businesses participating in the Home Show are located within City limits. For the past years, City Council has approved this request.

As Superintendent of Parks & Recreation, I recommend we grant his request.

ACTION: City Manager recommends approval.



## NORTHERN NEW YORK BUILDERS EXCHANGE, INC.

Tel: 315-788-1330  
Fax: 315-788-9357

22074 FABCO ROAD  
WATERTOWN, NY 13601-1755

Web: [www.nnybe.com](http://www.nnybe.com)  
Email: [info@nnybe.com](mailto:info@nnybe.com)

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Headquarters of the Building Industry in Northern New York

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March 4, 2019

City Manager  
Richard Finn

Watertown City Council

Superintendent of Parks and Recreation  
Erin Gardner

Watertown Ice Arena  
William T. Field Dr.  
Watertown, NY 13601

Dear City Officials:

The Northern New York Builders Exchange would like to thank the City of Watertown for extending us the City rates for rental of the Ice Arena in the past. The Home Show is a good draw for the area and the venue is expected to be filled with over 60 exhibitors with many of them coming from the 13601 zip code area.

It is our intention to keep the Home Show in Watertown for this year's event. Technically our office is located just past the City limits, but we have much of our business in and around the City. We would like to request the same rates that we were granted last year. This will allow for the opportunity to provide the same rates to our exhibitors as last year, and keep the participation high, which in turn draws people to the Arena.

This year's Home Show promises to be a great event, and we look forward to having it at your facility. Thank you for your time and consideration.

Best regards,

A handwritten signature in black ink that reads "Phil Reed". The signature is written in a cursive, flowing style.

Phil Reed  
Executive Director

Res No. 2

March 27, 2019

To: The Honorable Mayor and City Council  
From: Richard M. Finn, City Manager   
Subject: Approving Change Order No. 1 – Thompson Park Pool Demolition,  
D.E.W. Builders Inc.

On October 1, 2018, City Council accepted the bid from D.E.W. Builders Inc. for the demolition of the Thompson Park Pool and Filtration Plant in the amount of \$99,873. The demolition work is substantially complete at this time.

As detailed in City Engineer Justin Wood's attached report, D.E.W. Builders Inc. have now submitted Change Order No. 1 for additional work required when the contractor uncovered significantly larger foundation walls than originally depicted on the plans in the amount of \$17,913.08. In addition, two items eliminated from the contract were credited back to the City, including four tree removals and plumbing line work not deemed necessary, which totals \$3,468. The net change results in an increase of \$14,445.08 bringing the total contract amount to \$114,318.08.

Attached for Council consideration is a Resolution for this Change Order No. 1. A bond ordinance for funding of this project was approved on January 2, 2018 and will cover this Change Order amount.

# RESOLUTION

Page 1 of 1

Approving Change Order No. 1 –  
Thompson Park Pool Demolition,  
D.E.W. Builders Inc.

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS on October 1, 2018, the City Council of the City of Watertown accepted the bid from D.E.W. Builders Inc. for the demolition of the Thompson Park Pool and Filtration Plant in the amount of \$99,873, per City specifications, and

WHEREAS D.E.W. Builders Inc. has now submitted Change Order No. 1 in the amount of \$17,913.08 for additional work required, as well as a credit in the amount of \$3,468 for work not deemed necessary,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 1, a copy of which is attached and made part of this Resolution, with D.E.W. Builders Inc. in the net amount of \$14,445.08, bringing the total contract amount to \$114,218.08, and

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

***Seconded by:***



CITY OF WATERTOWN  
ENGINEERING DEPARTMENT  
MEMORANDUM

DATE: March 11, 2019

TO: Richard Finn, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Thompson Park Pool Demolition – Change Order #1

On October 1, 2018, City Council awarded a contract to the lowest bidder, D.E.W Builders, Inc, in the amount of \$99,873.00 to demolish the Thompson Park Pool, filtration pit, deck, storage shed and appurtenances. The demolition work is substantially complete with only grading and restoration left to be completed once conditions allow.

During demolition of the pool, the contractor uncovered significantly larger foundation walls than were depicted in the original plans. This was above and beyond the 375 cubic yards (cy) included in the bid. An additional 86 cy of concrete had to be removed and hauled offsite, which equated to a cost of \$17,913.08.

Two items were eliminated from the contract and will be credited to the City in the amount of 3,468.00; This includes four tree removals (which will be included in the pool construction bid), and plumbing line work which was not deemed necessary.

The additional change order work minus credits results in an increase of \$14,445.08 and brings the total contract value to \$114,318.08 (10%).

Please forward to City Council for review and approval.

Cc. Jim Mills, City Comptroller  
Michael Lumbis, Planning and Community Development Director  
Erin Gardner, Superintendent of Parks and Recreation

# Change Order

No. 1

Date of Issuance: 3/11/2019 Effective Date: 3/11/2019

Project: Thompson Park Pool Demolition Project		Owner's Contract No.:
Contract:		Date of Contract: October 12, 2018
Contractor: D.E.W. Builders		Engineer's Project No.: 2018-25

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: Cubic Yards of Removal for the Concrete Pool Walls, Flooring, and Decking increased from 375 CY to 461 CY due to the original footers were poured to bedrock and no indication on the 1924 original drawings.

**Attachments: (List documents supporting change):**

Concrete Removal (original) 375 CY = \$78,104.00	Concrete Removal (increase) 461 CY = \$96,017.08	\$17,913.08
Remove Gutter Return Lines = \$720.00 Credit + Tree & Stump Removal = \$2,748.00 Credit		(\$3,468.00)
<b>TOTAL</b>		<b>\$14,445.08</b>

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price: \$ 99,873.00

Original Contract Times:  Working days  Calendar days  
 Substantial completion (days or date): \_\_\_\_\_  
 Ready for final payment (days or date): \_\_\_\_\_

[Increase] [Decrease] from previously approved Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_: \$ \_\_\_\_\_

[Increase] [Decrease] from previously approved Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:  
 Substantial completion (days): \_\_\_\_\_  
 Ready for final payment (days): \_\_\_\_\_

Contract Price prior to this Change Order: \$ 99,873

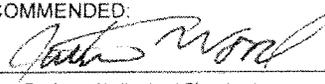
Contract Times prior to this Change Order:  
 Substantial completion (days or date): \_\_\_\_\_  
 Ready for final payment (days or date): \_\_\_\_\_

[Increase] [Decrease] of this Change Order: \$ 14,445.08

[Increase] [Decrease] of this Change Order:  
 Substantial completion (days or date): \_\_\_\_\_  
 Ready for final payment (days or date): \_\_\_\_\_

Contract Price incorporating this Change Order: \$ 114,318.08

Contract Times with all approved Change Orders:  
 Substantial completion (days or date): \_\_\_\_\_  
 Ready for final payment (days or date): \_\_\_\_\_

RECOMMENDED: By: <u></u> Engineer (Authorized Signature)	ACCEPTED: By: _____ Owner (Authorized Signature)	ACCEPTED: By: _____ Contractor (Authorized Signature)
Date: <u>3-11-19</u>	Date: _____	Date: _____
Approved by Funding Agency (if applicable): _____		Date: _____

Res Nos. 3, 4, 5

March 27, 2019

To: The Honorable Mayor and City Council

From: Richard M. Finn, City Manager 

Subject: Accepting Bids for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B

The City Purchasing Department has advertised and received sealed bids for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, per City specifications.

Bid invitations were also issued to BidNet, with a total of seven (7) bids submitted to the Purchasing Department where they were publicly opened and read on Tuesday, March 5, 2019, at 2:00 p.m. The bid is broken down into separate contracts as per Wicks Law, which applies to bids over \$500,000. The three contracts are for General Construction, Electrical and HVAC.

City Purchasing Manager Dale Morrow reviewed the bids received with the Water Department along with GHD Consulting Services Inc., the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bids submitted by the lowest qualifying bidder meeting City specifications for a total bid award for the project in the amount of \$6,515,101. The other bids received are detailed in the attached report of Ms. Morrow. Also attached is a letter from GHD Consulting Services Inc. in support of the bids submitted.

Resolutions for Council consideration are attached. Funding to support this project was approved on November 7, 2016 with a Bond Ordinance.

# RESOLUTION

Page 1 of 1

Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, General Construction

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, General Construction, as per City specifications, and

WHEREAS bid invitations were also sent to BidNet, with three (3) sealed bid submitted to the Purchasing Department, and

WHEREAS on Tuesday, March 5, 2019, at 2:00 p.m. the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bids received with the Water Department along with GHD Consulting Services Inc, the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bid submitted by C.O. Falter Construction,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of C.O. Falter Construction in the amount of \$5,757,101 for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, General Construction, as the lowest qualified bidder meeting our specifications, to include Alternate Bid Items D-1, D-2, D-3 and D-4 in the total amount of \$423,000 for rehabilitating the raw sewage pumps and the cost for digester interior recoating, with staff not recommending awarding the Deduct Alternate Bid Item D-5 in the amount of \$25,000 for construction of a waste gas burner and safety equipment, and

BE IT FURTHER RESOLVED that City Manager Richard M. Finn is hereby authorized and directed to sign all contracts associated with implementing the award to C.O. Falter Construction.

***Seconded by***

# RESOLUTION

Page 1 of 1

Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, Electrical

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, Electrical, as per City specifications, and

WHEREAS bid invitations were also sent to BidNet, with two (2) sealed bid submitted to the Purchasing Department, and

WHEREAS on Tuesday, March 5, 2019, at 2:00 p.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bids received with the Water Department along with GHD Consulting Services Inc, the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bid submitted by S&L Electric,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of S&L Electric in the amount of \$405,000 for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, Electrical, as the lowest qualified bidder meeting our specifications, and

BE IT FURTHER RESOLVED that City Manager Richard M. Finn is hereby authorized and directed to sign all contracts associated with implementing the award to S&L Electric.

***Seconded by***

# RESOLUTION

Page 1 of 1

Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, HVAC

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, HVAC, as per City specifications, and

WHEREAS bid invitations were also sent to BidNet, with two (2) sealed bid submitted to the Purchasing Department, and

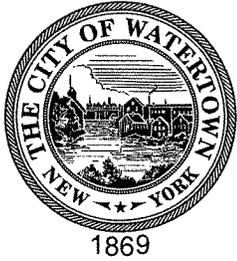
WHEREAS on Tuesday, March 5, 2019, at 2:00 p.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bids received with the Water Department along with GHD Consulting Services Inc, the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bid submitted Ontario HVAC Solutions Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Ontario HVAC Solutions Inc. in the amount of \$353,000 for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B, HVAC, as the lowest qualified bidder meeting our specifications, and

BE IT FURTHER RESOLVED that City Manager Richard M. Finn is hereby authorized and directed to sign all contracts associated with implementing the award to Ontario HVAC Solutions Inc.

***Seconded by***



# CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL  
 245 WASHINGTON STREET  
 WATERTOWN, NEW YORK 13601-3380  
 E-MAIL [dmorrow@watertown-ny.gov](mailto:dmorrow@watertown-ny.gov)  
 Phone (315) 785-7749 Fax (315) 785-7752

Dale Morrow  
 Purchasing Manager

## MEMORANDUM

**TO:** Richard Finn, City Manager  
**FROM:** Dale Morrow, Purchasing Manager  
**SUBJECT:** Bid 2019-05 – Watertown WPCP Phase 1B - Bid Recommendation  
**DATE:** 03/8/2019

The City's Purchasing Department advertised in the Watertown Daily Times on January 22, 2019 and February 23, 2019, calling for sealed bids for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1B as per City Specifications. The City bid three separate contracts for the project as per Wicks Law. New York General Municipal Law § 101, known as Wicks Law, requires that when the total cost of contract work for the erection, construction, reconstruction, or alteration of a public building exceeds \$500,000 or more, independent prime contractors must be used for the 1) plumbing and gas fitting work; 2) steam, hot water heating, ventilation and air conditioning work; and 3) electrical wiring and illuminating fixtures work. Separate specifications are required for each aspect of the project so that each may be separately and independently bid.

The City of Watertown issued Invitations to Bid to BidNet and (7) sealed bids were as submitted to the Purchasing Department. The Purchasing Department publically opened the sealed bids on March 5, 2019, 2:00 pm, local time. Please see the bid tabulation for each contract below:

Description		John R Dudley Construction	C.O. Falter Construction	Blue Heron
		Oswego, NY	Syracuse, NY	Watertown, NY
<b>CONTRACT #4 - General</b>				
<b>Schedule A - Lump Sum Bid Items</b>				
A-1	Mobilization	\$600,000.00	\$250,000.00	\$289,000.00
A-2	General Construction Base Bid	\$5,309,000.00	\$4,326,101.00	\$4,469,232.00
A-3	Digester Gas Conditioning System	\$453,000.00	\$375,000.00	\$461,768.00
A-4	Centrifugal Pump Upgrades	\$541,000.00	\$250,000.00	\$290,753.00
A-5	Record Documents- General Minimum price \$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
A-6	O& M Manuals - General Minimum Price \$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
<b>Subtotal (Sum of A-1 through A-6)</b>		<b>\$6,923,000.00</b>	<b>\$5,221,101.00</b>	<b>\$5,530,753.00</b>
<b>Schedule B - Unit Price Work</b>				
B-1	Rock Removal	\$46,200.00	\$11,000.00	\$55,000.00
B-2	Shallow Concrete Repair	\$43,000.00	\$6,700.00	\$6,500.00
B-3	Deep Concrete Repair	\$67,000.00	\$40,300.00	\$10,000.00
B-4	Concrete Structural Cracks	\$7,000.00	\$3,600.00	\$5,000.00
B-5	Concrete Active/Wet Cracks	\$17,000.00	\$10,000.00	\$15,000.00
B-6	Concrete Protective Coating	\$12,000.00	\$1,400.00	\$5,000.00
<b>Subtotal (Sum of B-1 through B-6)</b>		<b>\$192,200.00</b>	<b>\$73,000.00</b>	<b>\$96,500.00</b>

Schedule C - Allowances				
C-1	Misc Additional Work	\$25,000.00	\$25,000.00	\$25,000.00
C-2	PLC Programming Training	\$15,000.00	\$15,000.00	\$15,000.00
<b>Subtotal (Sum of C-1 through C-2)</b>		<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>
Schedule D - Additive Alternates				
D-1	Rehab of Raw Sewage Pump No. 2	\$155,000.00	\$105,000.00	\$96,280.00
D-2	Rehab of Raw Sewage Pump No. 3	\$155,000.00	\$105,000.00	\$96,280.00
D-3	Rehab of Raw Sewage Pump No. 5	\$155,000.00	\$105,000.00	\$96,280.00
D-4	Cost for Digester Interior Recoating	\$243,000.00	\$108,000.00	\$113,680.00
D-5	Differential Cost for Construction of Type B manufacturer of Waste Gas Burner and Safety Equipment	\$0.00	-\$25,000.00	\$13,920.00
<b>Subtotal (Sum of D-1 through D-5)</b>		<b>\$708,000.00</b>	<b>\$398,000.00</b>	<b>\$416,440.00</b>
Schedule E - Total Bid Price				
Sch A Total (Lump Sum Bid Items)		\$6,923,000.00	\$5,221,101.00	\$5,530,753.00
Sch B Total (Unit Price Bid Items)		\$192,200.00	\$73,000.00	\$96,500.00
Sch C Total (Allowances)		\$40,000.00	\$40,000.00	\$40,000.00
Bid Items D-1, D-2 & D-3 Total (Additive Alternates)		\$465,000.00	\$315,000.00	\$288,840.00
Sch D-4 Total (Additive Alternates)		\$243,000.00	\$108,000.00	\$113,680.00
<b>Total Base Bid Price Contract No. 4</b>		<b>\$7,863,200.00</b>	<b>\$5,757,101.00</b>	<b>\$6,069,773.00</b>
Bid Item D-5 (Additive/Deduct Alternate)		\$0.00	-\$25,000.00	\$13,920.00
<b>Total Bid Price, Contract No. 4</b>		<b>\$7,863,200.00</b>	<b>\$5,732,101.00</b>	<b>\$6,083,693.00</b>

The General Construction contract received three (3) responses to the bid invitation. This contract also includes one (5) alternates for consideration. Additive Alternate Bid Items D-1, D-2, D-3, and D-4 in the total amount of \$423,000 includes rehabilitating the raw sewage pumps and the cost for digester interior recoating. Deduct Alternate Bid Item D-5 in the amount of \$25,000 is a differential cost for construction of waste gas burner and safety equipment.

Description		O'Connell Electric Company	S&L Electric
		North Syracuse, NY	Colton, NY
<b>CONTRACT #5 - ELECTRICAL</b>			
Schedule A - Lump Sum Bid Items			
A-7	Mobilization	\$27,450.00	\$5,000.00
A-8	Electrical Construction	\$506,550.00	\$365,000.00
A-9	Record Documents	\$15,000.00	\$15,000.00
<b>Subtotal (Sum of A-5 through A-7)</b>		<b>\$549,000.00</b>	<b>\$385,000.00</b>
Schedule C - Allowances			
C-3	Misc Additional Work	\$20,000.00	\$20,000.00
<b>Subtotal (Sum of C-3)</b>		<b>\$20,000.00</b>	<b>\$20,000.00</b>
Schedule E - Total Bid Price			
Sch A Total (Lump Sum Bid Items)		\$549,000.00	\$385,000.00
Sch C Total (Allowances)		\$20,000.00	\$20,000.00
<b>Total Base Bid Price, Contract No. 5</b>		<b>\$569,000.00</b>	<b>\$405,000.00</b>

The Electrical contract received two (2) responses to the bid invitation.

Description	Hyde- Stone Mechanical Contractors	Ontario HVAC Solutions, INC	
	Watertown, NY	Dexter, NY	
<b>CONTRACT #6 - HVAC</b>			
<b>Schedule A - Lump Sum Bid Items</b>			
A-10	Mobilization	\$19,669.00	\$17,000.00
A-11	HVAC - Base Bid	\$363,711.00	\$326,000.00
A-12	Record Documents	\$10,000.00	\$10,000.00
<b>Subtotal (Sum of A-8 through A-10)</b>		<b>\$393,380.00</b>	<b>\$353,000.00</b>
<b>Schedule E - Total Bid Price</b>			
<b>Sch A Total (Lump Sum Bid Items)</b>		<b>\$393,380.00</b>	<b>\$353,000.00</b>
<b>Total Bid Price, Contract No. 6</b>		<b>\$393,380.00</b>	<b>\$353,000.00</b>

The HVAC contract received two (2) responses to the bid invitation. There are no Alternates on this contract.

GHD, the Engineering firm hired for the project, the Water Department and the Purchasing Department reviewed the bid responses. Staff recommends that City Council award Contract #4 - General Construction to C.O. Falter Construction as the lowest responsive responsible bidder at \$5,757,101.00. Staff does not recommend awarding the Deduct Alternate Bid Item D-5 to C.O. Falter, Inc. in the amount of \$25,000.00.

Staff recommends that City Council award Contract #5 - Electrical to S&L Electric as the lowest responsive, responsible bidder at \$405,000.00.

Staff recommends that City Council award Contract #6 – HVAC to Ontario HVAC Solutions, Inc. as the lowest responsive responsible bidder at \$353,000.00.

<b>CONTRACT #4 – GC</b>	
Schedule A – Lump Sum Bid Items	\$5,757,101.00
<b>CONTRACT #5 - ELECTRICAL</b>	
Schedule A – Lump Sum Bid Items	405,000.00
<b>CONTRACT #6 - HVAC</b>	
Schedule A – Lump Sum Bid Items	353,000.00
<b>Total Contract</b>	<b>\$6,515,101.00</b>

The total for award for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A Project is **\$6,515,101.00**. If there are any questions concerning this recommendation, please contact me at your convenience.



March 21, 2019

Reference No. 11123513

Ms. Dale Morrow  
Purchasing Manager  
245 Washington St., Rm. 205  
Watertown, NY 13601

Dear Ms. Morrow:

**Re: Recommendation for Award  
City of Watertown WPCP  
Sludge Disposal Modification Project – Phase 1B**

On March 5, 2019, bids were received and opened for the City of Watertown WPCP Sludge Disposal Modification Project – Phase 1B. Three bids were received for the General Contract and two bids were received each for the Electrical and HVAC Contracts.

C.O. Falter was the low bidder for Contract No. 4 – General with a total base bid amount of \$5,757,101.00. The bidder was contacted by GHD and the bidder indicated they are confident in their bid and are willing to enter into an agreement with the City of Watertown. The bidder has provided the required supporting bidding forms and GHD tabulated the bid proposal received and no mathematical errors were found. GHD recommends awarding Additive Alternate Bid Items D-1, D-2, D-3, and D-4 in the total amount of \$423,000.00 (included within the base bid amount noted above). GHD does not recommend awarding the Deduct Alternate Bid Item D-5 to C.O. Falter, Inc. in the amount of \$25,000.00.

S&L Electric was the low bidder for Contract No. 5 – Electrical with a bid amount of \$405,000.00. The bidder was contacted by GHD and the bidder indicated they are confident in their bid and are willing to enter into an agreement with the City of Watertown. This bidder has provided the required supporting bidding forms and GHD tabulated the bid proposal received and no mathematical errors were found.

Ontario HVAC Inc. was the low bidder for Contract No. 6 – HVAC with a bid amount of \$353,000.00. The bidder was contact by GHD and the bidder indicated they are confident in their bid and are willing to enter into an agreement with the City of Watertown. The bidder has provided the required supporting bidding forms and GHD tabulated the bid proposal received and no mathematical errors were found.

We find no cause or reason why the City of Watertown should not award Contract No. 4 – General to C.O. Falter Construction Corp. for the bid amount of \$5,757,101.00, Contract No. 5 – Electrical to S&L Electric, Inc. for the bid amount of \$405,000.00, and Contract No. 6 – HVAC to Ontario HVAC Solutions Inc. for the bid amount of \$353,000.00. The following table summarizes the Bid Results as noted above:



Contract	Cost Recommendation for Awards
Contract No. 4 – General	\$ 5,757,101.00
Contract No. 5 – Electrical	\$ 405,000.00
Contract No. 6 – HVAC	\$ 353,000.00
TOTAL	\$ 6,515,101.00

Please note that our evaluation does not include an assessment of the financial/legal status of the above contractors. This evaluation, if deemed prudent, should be completed by the City.

If you have any questions or require additional information, please contact us.

Sincerely,

GHD Consulting Services, Inc.

Jason D. Greene, P.E., BCEE  
Project Manager

JDG/mla

cc: Bruce G. Munn, P.E., GHD

Res No. 6

March 27, 2019

To: The Honorable Mayor and City Council  
From: Richard M. Finn, City Manager   
Subject: Accepting Bid for the CDBG Central Street Sidewalk Project

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the CDBG Central Street Sidewalk Project, per City specifications.

Invitations to bid were also sent to Bid Net, with three (3) bids being received that were publicly opened and read in the Purchasing Department on Friday, March 22, 2019 at 10:00 a.m.

The Purchasing Department reviewed the bids received with City Engineering, and it is their recommendation that the award be issued to Luck Brothers in the amount of \$290,048 as the lowest qualifying bidder meeting City specifications. The other bids received are detailed in the attached report of Purchasing Manager Dale Morrow. The project is included in the 2018-19 Capital Budget as readopted on February 4, 2019 and will utilize the Community Development Block Grant Program incoming funding.

A Resolution for City Council consideration is attached.

# RESOLUTION

Page 1 of 1

Accepting Bid for the CDBG Central Street Sidewalk Project

*Introduced by*

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Mayor BUTLER, Jr., Joseph M.
- Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the CDBG Central Street Sidewalk Project, as per City specifications, and

WHEREAS bid invitations were also sent to Bid Net with three (3) sealed bids submitted to the Purchasing Department, and

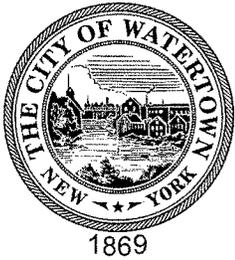
WHEREAS on Friday, March 22, 2019, at 10:00 a.m., the bids received were publicly opened and read, and

WHEREAS the City Purchasing Department reviewed the bids received with City Engineering, and it is their recommendation that the City Council accept the bid submitted by Luck Brothers in the amount of \$290,048,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Luck Brothers in the amount of \$290,048 for the CDBG Central Street Sidewalk Project, as per City specifications, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Luck Brothers.

*Seconded by*



# CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
E-MAIL DMorrow@watertown-ny.gov  
Phone (315) 785-7749 Fax (315) 785-7752

Dale Morrow  
Purchasing Manager

---

## MEMORANDUM

---

**TO:** Richard Finn, City Manager  
**FROM:** Dale Morrow, Purchasing Manager  
**SUBJECT:** Bid 2019-08 – CDBG Central St Sidewalk Project  
**DATE:** 3/22/19

---

The City's Purchasing Department advertised in the Watertown Daily Times on February 21, 2019, calling for sealed bids for CDBG Central St Sidewalk Project, Watertown, NY, as per City specifications.

The CDBG Central St Sidewalk Project is part of the 2018-19 Capital Budget, readopted February 4, 2019.

The Purchasing Department issued Invitations to Bid to Bid Net. The City received three (3) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on March 22, 2019, at 10:00 am local time. The bid tabulation for the bid is shown below.

CDBG Central St Sidewalk	Sparacino Construction Rodman, NY	<b>Luck Brothers</b> <b>Plattsburgh, NY</b>	Concrete Slipform Canastota, NY
<b>Total Bid</b>	\$440,747.86	<b>\$290,048.00</b>	\$312,293.00

City Engineering and the Purchasing Department reviewed the responses to ensure that they complied with the specifications.

Staff recommends that City Council award the bid for the CDBG Central St Sidewalk Project to **Luck Brothers** in the amount of **\$290,048.00** as the lowest responsive responsible bidder. Luck Brothers is currently working on the Flower Avenue Sidewalk Project and we are satisfied with their work. If there are any questions concerning this recommendation, please contact me at your convenience.

FISCAL YEAR 2018-2019  
CAPITAL BUDGET  
INFRASTRUCTURE  
SIDEWALK CONSTRUCTION

PROJECT DESCRIPTION	COST
<p data-bbox="159 453 834 491">Central Street Sidewalk Replacement Project</p> <p data-bbox="159 529 1224 856">The Central Street Sidewalk Replacement Project involves the construction of approximately 4,000 linear feet of new sidewalks on Central Street between State Street and Huntington Street using CDBG Program Income funding. The project is located in the City's CDBG Near East Target Area and is eligible for CDBG funding because it meets HUD's primary national objective of benefiting low and moderate income persons. This sidewalk will link to the recently completed sidewalk and trail improvements along Huntington Street which will provide residents in this area with a safe and accessible pedestrian connection to the City's riverfront pedestrian network and eastern riverfront parks.</p>  <p data-bbox="142 1801 1140 1877">Funding to support this project will be from a Community Development Fund transfer (CD.9950.0900)</p>	<p data-bbox="1279 453 1435 491">\$370,000</p>
<p data-bbox="1065 1919 1224 1961"><b>TOTAL</b></p>	<p data-bbox="1273 1919 1429 1961"><b>\$370,000</b></p>

Res No. 7

March 26, 2019

To: Richard M. Finn, City Manager  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: Finding That Changing the Approved Zoning Classification of the Western Section 902 Emmett Street, Parcel Number 8-12-103.000 Will Not Have a Significant Impact on the Environment

At its March 5, 2019 meeting, the City Planning Board adopted a motion recommending that the City Council change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000, from Residence B to Residence A District. The Council has scheduled a public hearing on the request for Monday, April 1, 2019, at 7:30 p.m.

The City Council must complete Part 2, and Part 3 if necessary, of the Short Environmental Assessment Form 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.

ACTION: City Manager recommends approval.

A handwritten signature in black ink, appearing to read "R. Finn", is written over the "ACTION:" line.

# RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000, From Residence B to Residence A Will Not Have a Significant Impact on the Environment

Council Member COMPO, Sarah V.  
Council Member HENRY-WILKINSON, Ryan J.  
Council Member HORBACZ, Cody J.  
Council Member RUGGIERO, Lisa A.  
Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

---

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance for the zone change application of Rocco J. Pangallo to change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000, from Residence B to Residence A, and

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

WHEREAS the adoption of the proposed ordinance would constitute 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 (ak), and

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

# RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000, From Residence B to Residence A Will Not Have a Significant Impact on the Environment

Council Member COMPO, Sarah V.  
 Council Member HENRY-WILKINSON, Ryan J.  
 Council Member HORBACZ, Cody J.  
 Council Member RUGGIERO, Lisa A.  
 Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

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.
2. The Mayor of the City of Watertown is authorized to execute 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*

Project:

Date:

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

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

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

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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)

Public Hearing 7:30 p.m.

March 26, 2019

To: Richard M. Finn, City Manager  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000, From Residence B to Residence A

A request has been submitted by Rocco J. Pangallo for the above subject zone change request. The Planning Board reviewed the request at its March 5, 2019 meeting and adopted a motion recommending that City Council approve the zone change request as submitted.

Attached is a copy of the zone change application, a Staff Report on the request prepared for the Planning Board and an excerpt from their meeting minutes.

As the Council will note, the zone change request only applies to a portion of the subject parcel, for which the Planning Board has already granted Subdivision Approval. The applicant intends to assemble this section with the neighboring parcel at VL-4 Emmett Street, which is zoned Residence A. The applicant is seeking this zone change to maintain uniform zoning on the resultant parcel following assemblage.

The City Council has scheduled a public hearing on the zone change request for 7:30 p.m. on Monday, April 1, 2019. After the public hearing, the City Council must approve the SEQRA resolution before voting on the attached ordinance.

ACTION: City Manager recommends approval.

A handwritten signature in black ink, appearing to be 'RMF', written over a vertical line.

# ORDINANCE

Page 1 of 2

Changing the Approved Zoning  
Classification of the Western Section of 902  
Emmett Street, Parcel Number 8-12-103.000  
from Residence B to Residence A

Council Member COMPO, Sarah V.		
Council Member HENRY-WILKINSON, Henry J.		
Council Member HORBACZ, Cody J.		
Council Member RUGGIERO, Lisa A.		
Mayor BUTLER, Jr., Joseph M.		
Total .....		

YEA	NAY

### *Introduced by*

Council Member Cody J. Horbacz

BE IT ORDAINED where Rocco J. Pangallo 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 the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A, and

WHEREAS the legal description of that portion of Tax Assessment Parcel Number 8-12-103.000, which the applicant seeks to rezone, is as follows:

ALL THAT TRACT OR PARCEL OF LAND SITUATE on the north side of Emmett Street in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

BEGINNING at a point in the northerly monumented margin of Emmett Street, said point is situate S.70°-14'-57" E., along the northerly monumented margin of Emmett Street, a distance of 50.00 feet from the southeast corner of a 0.643 acre parcel of land described in a deed from Jimmy Clayton and Michele A. Clayton to Michael A. Iannetta and Krista L. Iannetta dated May 12, 2014 and recorded in the Jefferson County Clerk's Office on May 13, 2014 as Instrument No. 2014-5806, said point of beginning is also the southeast corner of a 0.28 acre parcel, described with other land, in a deed from Domenic Pangallo to DPK Company, LLC dated April 22, 2003 and recorded in the Jefferson County Clerk's Office on April 23, 2003 as Instrument No. 2003-6016;

THENCE from said point of beginning N.18°-20'-12" E., along the east line of the above referenced 0.28 acre parcel, a distance of 245.44 feet to a 1/2 inch iron pipe found (with pinched top, slightly tipped) at the northeast corner of said 0.28 acres, said iron pipe is also a corner of a 0.959 acre parcel of land described in a deed from Tara North, LLC to David G. Puccia and Susan M. Puccia dated April 30, 2007 and recorded in the Jefferson County Clerk's Office on May 1, 2007 as Instrument No. 2007-7208;

THENCE S.71°-59'-56" E., along a line of the above referenced 0.959 acre Puccia parcel, a distance of 27.64 feet to a 1/2 inch iron pipe found (with pinched top, slightly tipped) at a corner of said 0.959 acres;

THENCE S.19°-39'-15" W., along a west line of the above referenced 0.959 acre Puccia parcel, a distance of 111.48 feet to a 1/2 inch iron pipe found (with pinched top) at the southwest corner of said 0.959 acres;

# ORDINANCE

Page 2 of 2

Changing the Approved Zoning  
Classification of the Western Section of 902  
Emmett Street, Parcel Number 8-12-103.000  
from Residence B to Residence A

Council Member COMPO, Sarah V.		
Council Member HENRY-WILKINSON, Henry J.		
Council Member HORBACZ, Cody J.		
Council Member RUGGIERO, Lisa A.		
Mayor BUTLER, Jr., Joseph M.		
Total .....		

YEA	NAY

THENCE S.70°-42'-31" E., along the south line of the above referenced 0.959 acre Puccia parcel, a distance of 13.24 feet to a 5/8 inch rebar with stamped red survey cap set;

THENCE S.19°-45'-03" W. a distance of 134.83 feet to a 5/8 inch rebar with stamped red survey cap set in the northerly monumented margin of Emmett Street, said rebar is situate N.70°-14'-57" W., along the northerly margin of Emmett Street, a distance of 206.84 feet from the intersection of the northerly margin of Emmett Street and the westerly margin of Bellew Avenue;

THENCE N.70°-14'-57" W., along the northerly monumented margin of Emmett Street, a distance of 35.00 feet to the point of beginning;

CONTAINING 0.18 acres of land, more or less, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its March 5, 2019 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 April 1, 2019, 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 the western section of 902 Emmett Street, Parcel Number 8-12-103.000, as set forth in the above following metes and bounds description, is hereby changed from Residence B to Residence A, and

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

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

**Seconded by Council Member Ryan J. Henry-Wilkinson**

# Zone Change Request

---

DPK Company  
Rocco Pangallo  
1915 Towne Centre Blvd. #2015  
Annapolis, MD 21401  
703-624-0830  
rpangallo@comcast.net

**February 20, 2019**

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

Re: Split Zoned Parcel Change

Honorable Mayor and City Council:

I the petitioner, DPK Company, Rocco J. Pangallo have concurrently applied for a Sub Division Request (Parcel # 8-12-103) and now am requesting the newly conformed parcel to be changed from a Split Zoned Parcel A & B to a uniformed Residential A parcel. Uniform Zoning is the primary benefit I seed to accomplish from the zone change.

Sincerely,

DPK Company  
Rocco J. Pangallo

Rocco J. Pangallo  
1915 Towne Centre Blvd # 205  
Annapolis, MD 21401

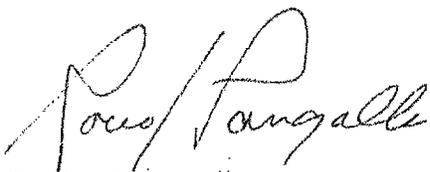
February 18, 2019

Honorable Mayor and City Council of  
Watertown, NY

To Whom it May Concern:

I give my permission for Amy O'Brien to be my proxy for the zone change request at the Planning Board Meeting.

Very truly yours,

A handwritten signature in black ink that reads "Rocco J. Pangallo". The signature is written in a cursive style with a large, stylized initial "R".

Rocco J Pangallo  
Managing Member of DPL LLC

**WILLIAM F. DORR**  
PROFESSIONAL LAND SURVEYOR

TELEPHONE (315) 782-8935  
FAX (315) 782-6915

329 BUGBEE DRIVE  
WATERTOWN, NY 13601

**SURVEY BILL** – Parcel A on plat dated February 16, 2019 (File No. 19-3)

February 16, 2019

Parcel of land surveyed for DPK Company, LLC.

**ALL THAT TRACT OR PARCEL OF LAND SITUATE** on the north side of Emmett Street in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

**BEGINNING** at a point in the northerly monumented margin of Emmett Street, said point is situate S.70°-14'-57"E., along the northerly monumented margin of Emmett Street, a distance of 50.00 feet from the southeast corner of a 0.643 acre parcel of land described in a deed from Jimmy Clayton and Michele A. Clayton to Michael A. Iannetta and Krista L. Iannetta dated May 12, 2014 and recorded in the Jefferson County Clerk's Office on May 13, 2014 as Instrument No. 2014-5806, said point of beginning is also the southeast corner of a 0.28 acre parcel, described with other land, in a deed from Domenic Pangallo to DPK Company, LLC dated April 22, 2003 and recorded in the Jefferson County Clerk's Office on April 23, 2003 as Instrument No. 2003-6016;

**THENCE** from said point of beginning N.18°-20'-12"E., along the east line of the above referenced 0.28 acre parcel, a distance of 245.44 feet to a ¾ inch iron pipe found (with pinched top, slightly tipped) at the northeast corner of said 0.28 acres, said iron pipe is also a corner of a 0.959 acre parcel of land described in a deed from Tara North, LLC to David G. Puccia and Susan M. Puccia dated April 30, 2007 and recorded in the Jefferson County Clerk's Office on May 1, 2007 as Instrument No. 2007-7208;

**THENCE** S.71°-59'-56"E., along a line of the above referenced 0.959 acre Puccia parcel, a distance of 27.64 feet to a ¾ inch iron pipe found (with pinched top, slightly tipped) at a corner of said 0.959 acres;

**THENCE** S.19°-39'-15"W., along a west line of the above referenced 0.959 acre Puccia parcel, a distance of 111.48 feet to a ¾ inch iron pipe found (with pinched top) at the southwest corner of said 0.959 acres;

**THENCE** S.70°-42'-31"E., along the south line of the above referenced 0.959 acre Puccia parcel, a distance of 13.24 feet to a 5/8 inch rebar with stamped red survey cap set;

**THENCE** S.19°-45'-03"W. a distance of 134.83 feet to a 5/8 inch rebar with stamped red survey cap set in the northerly monumented margin of Emmett Street, said rebar is situate N.70°-14'-57"W., along the northerly margin of Emmett Street, a distance of 206.84 feet from the intersection of the northerly margin of Emmett Street and the westerly margin of Bellew Avenue;

**THENCE** N.70°-14'-57"W., along the northerly monumented margin of Emmett Street, a distance of 35.00 feet to the point of beginning.

**CONTAINING** 0.18 acres of land, more or less.

**SUBJECT** to any exceptions, reservations, rights of way, easements, restrictions, limitations or conditions of record or otherwise in existence or imposed thereon by law, usage or custom.

**AS SURVEYED** by William F. Dorr, L.S. #049264 on October 23 & December 1, 2018 and designated as Parcel A on a plat titled "Subdivision Final Plat of Land Surveyed for DPK Company, LLC," and dated February 16, 2019.

**ALL BEARINGS** referenced to the bearing recited (S.18°-20'W.) on the east line of the above referenced 0.643 acre Iannetta parcel (Instrument No. 2014-5806).

**BEING** a portion of the premises conveyed in a Warranty deed from Domenic Pangallo to DPK Company, LLC dated April 22, 2003 and recorded in the Jefferson County Clerk's Office on April 23, 2003 as Instrument No. 2003-6016.

  
**WILLIAM F. DORR, L.S. #049264**  
Professional Land Surveyor

WD

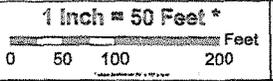


Prepared by  
 City of Watertown GIS  
 For  
 City of Watertown  
 Assessment Department

For Tax Purposes Only  
 Not to be Used for Conveyance

No Map Changes

Property Line	1/8"	Centerline	1/8"
Right Property Line	1/8"	Centerline	1/8"
Survey Marker	1/8"	Parcel ID	1/8"
City Boundary	1/8"	Assessment District	1/8"
Other State Boundary	1/8"	Lottery	1/8"



Tax Map  
 City of Watertown  
 Jefferson County, NY

Section 08 Block 12  
 Printed Date: 2/10/2018

# 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: Subdivision and Zone Request				
Project Location (describe, and attach a location map): 902 Emmett Street, Watertown, NY 13601				
Brief Description of Proposed Action: Request to subdivide parcel 3 8-12-103 at the same time requesting an assemblage with the new lot and lot # 8-12-103.004. In addition, I'm requesting to change a split zoned parcel and make it uniformed.				
Name of Applicant or Sponsor: DPK Company, Rocco Pangallo		Telephone: 703-624-0830 E-Mail:		
Address: 1915 Towne Centre Blvd.				
City/PO: Annapolis		State: MD	Zip Code: 21401	
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 checked="" 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 checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? b. Total acreage to be physically disturbed? c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?			<div style="text-align: right; margin-bottom: 5px;"><u>1.13</u> acres</div> <div style="text-align: right; margin-bottom: 5px;"><u>0</u> acres</div> <div style="text-align: right;"><u>1.13</u> acres</div>	
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland				

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

Shoreline    Forest    Agricultural/grasslands    Early mid-successional  
 Wetland    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? Indiana Bat, Northern Long-...	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<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	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____		
_____		

**I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE**

Applicant/sponsor/name: Amy O'Brien Date: 2/20/19

Signature: Amy O'Brien Title: \_\_\_\_\_



# MEMORANDUM

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

TO: Planning Board Members

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

SUBJECT: Zone Change – Western Section of 902 Emmett Street

DATE: February 28, 2019

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**Request:** To change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A

**Applicant:** Rocco J. Pangallo of DPK Company, LLC

**Owner(s):** DPK Company, LLC

**SEQRA:** Unlisted

**County review:** No

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**Comments:** The applicant is seeking approval to subdivide 902 Emmett Street, with the intent to combine the western, subdivided section with the adjacent parcel at VL-4 Emmett Street. Under current zoning, such an assemblage would create a split-zoned parcel. The applicant is therefore requesting a zone change in order to create uniform zoning for the combined parcel. A map of the proposed zone change, prepared by City GIS Staff, is attached for your review.

Other than seeking uniform zoning, the applicant does not indicate any proposed future use for the assembled parcel in his cover letter. The allowable uses in a Residence A district would include a one-family dwelling as well as the others listed in Section 310-4 of the Zoning Ordinance. The Planning Board may wish to have the applicant elaborate on the plan for VL-4 Emmett Street.

**Land Use Plan:** The adopted 1987 Land Use Plan recommends the entirety of all parcels involved for Medium Density Residential. Residence A Zoning represents *Low Density Residential*, meaning that this request is inconsistent with the Land Use Plan. However, this request will bring into conformity an existing Residence A parcel that is presently nonconforming due to insufficient width, which is a positive result.

**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.

cc: City Council Members

Rocco J. Pangallo, DPK Company, 1915 Towne Centre Blvd, Suite 205, Annapolis, MD 21401

Amy O'Brien, 872 Emmett St, Watertown, NY 13601

William Dorr, PLS, 329 Bugbee Drive, Watertown, NY 13601

Justin Wood, City Engineer

Ben Arquitt, Civil Engineer I

**SUBDIVISION FINAL PLAT APPROVAL  
902 EMMETT STREET, PARCEL NUMBER 8-12-103.000**

The Planning Board then considered a request submitted by Rocco J. Pangallo for a two-lot subdivision of 902 Emmett Street, Parcel Number 8-12-103.000.

Amy O'Brien attended to represent the request. Mr. Coburn asked Ms. O'Brien to speak briefly about the proposal.

Mr. Katzman then said that he wished to disclose for the record that he had previously done work for the applicant, but had no material interest in this application.

Ms. O'Brien then began by saying that Mr. Pangallo owned all parcels affected by the proposal. She said that the neighboring Residence A parcel at VL-4 Emmett Street was nonconforming due to insufficient width, and that this proposal was to subdivide the westernmost 35 feet off the subject parcel and assemble it with VL-4 Emmett Street, which bring that parcel into conformity. She then said that she proposed to purchase the resultant parcel from Mr. Pangallo after the subsequent assemblage.

Mr. Johnson then asked the applicant's proposed use of the resultant parcel. Ms. O'Brien replied that she had no current plans for the property, but she would consider building a single-family dwelling there in the future.

Mr. Coburn then said that the Planning Board needed to complete Part 2 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). The Planning Board then considered each question on Part 2 of the Short EAF one-by-one, answering no to all of them.

Mr. Urda then said that someone would need to move to make a Negative Declaration. Ms. Fields then made a motion to issue a Negative Declaration for the proposed subdivision pursuant to the requirements of SEQRA. Mr. Coburn seconded the motion and all voted in favor.

Mr. Coburn then went over the summary items in Staff's memorandum asked Ms. O'Brien if she had a copy of Staff's memorandum and if she understood all of the summary items. Ms. O'Brien answered in the affirmative.

Ms. Fields then moved to approve the request submitted by Rocco J. Pangallo for a two-lot subdivision of 902 Emmett Street, Parcel Number 8-12-103.000, contingent upon the following:

1. The applicant must assemble the subdivided 0.018-acre western section of the subject parcel with VL-4 Emmett St, Parcel Number 8-12-103.004 by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant must obtain a zone change from the City Council for the subdivided 0.018-acre western section of the subject parcel from Residence B to Residence A to provide uniform zoning for the resultant parcel.

3. After approval and prior to having the Clerk of the Planning Board sign the subdivision plat, the applicant shall fill out a Request for Real Property Tax Law 932 Split form.

Mr. Katzman seconded the motion and all voted in favor.

**ZONE CHANGE – WESTERN SECTION OF 902 EMMETT STREET –  
PARCEL # 8-12-103.000  
RESIDENCE B to RESIDENCE A**

The Planning Board then considered a request submitted by Rocco J. Pangallo to change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A.

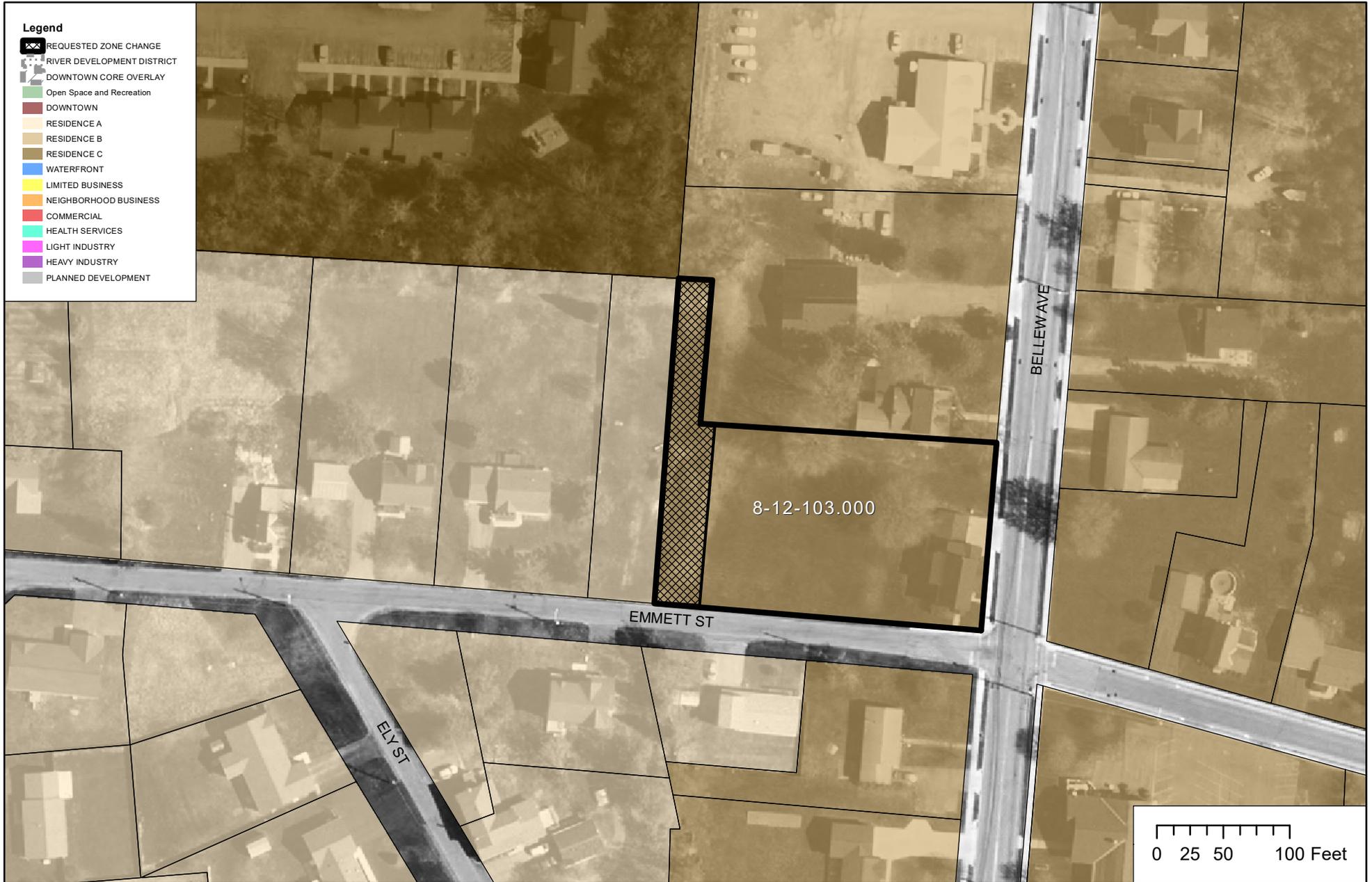
Mr. Urda explained that the zone change request only applied to the 35-foot wide western portion that the applicant proposed to assemble with VL-4 Emmett Street and that when the Planning Board made its recommendation, it would only be doing so for the land contained with the submitted metes and bounds description for that section.

Ms. Fields then moved to recommend that City Council approve the request submitted by Rocco J. Pangallo to change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A.

Mr. Katzman seconded the motion and all voted in favor.

**Legend**

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



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

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

TEL: (315) 785-7793

Drawn By: M. Owen

Date: 2/27/2019

Requested By: G. Urda

Date: 2/26/2018

Scale: As Noted

Map Number:

Revision:	Description of Revision:	Date:	By:



Project:

**ZONE CHANGE MAP**  
(Residence B to Residence A)

Title:

**902 Emmett St**  
(8-12-103.000)

Tabled

March 27, 2019

To: The Honorable Mayor and City Council  
From: Richard M. Finn, City Manager   
Subject: Tax Sale Certificate Assignment Request – 542 Cooper Street

At the March 18, 2019 City Council Meeting, the attached Resolution was Tabled. Staff is continuing its investigation into the condition of this property and the questions Council posed.

We hereby request that this Resolution remain Tabled while we look into the situation.

**RESOLUTION**

Page 1 of 1

Authorizing Assignment of City-owned  
Tax Sale Certificate on Parcel  
Number 02-02-121.000 Known as  
542 Cooper Street to  
The Triumph, LLC

Council Member COMPO, Sarah V.  
Council Member HENRY-WILKINSON, Ryan J.  
Council Member HORBACZ, Cody J.  
Council Member RUGGIERO, Lisa L.  
Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

Council Member Cody J. Horbacz

WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land known as 542 Cooper Street as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York, as Parcel No. 02-02-121.000 and,

WHEREAS The Triumph, LLC has requested the assignment of the tax sale certificate from the City for the amount of the tax sale certificate plus all subsequent property taxes paid by the City as holder of the tax sale certificate with applicable interest per City Charter Section 140,

NOW THEREFORE BE IT RESOLVED that the offer of \$14,416.39 submitted by The Triumph, LLC for the purchase of the tax sale certificate for Parcel No. 02-02-121.000 is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the City Comptroller is directed to assign the City's tax sale certificate for the above parcel to The Triumph, LLC upon the City Comptroller's receipt of certified funds in the amount of \$14,416.39.

***Seconded by*** Council Member Ryan J. Henry-Wilkinson

To: Richard M. Finn, City Manager  
From: James E. Mills, City Comptroller  
Subject: Tax Sale Certificate Assignment Request – 542 Cooper Street

The City has been approached by Meira Shapiro of Moet Properties, LTD., requesting to be assigned the City's tax sale certificate for 542 Cooper Street. The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 22, 2017. The current redemption price of the certificate is \$14,416.39. The owner of record for this parcel is Alfred Rosacia.



ACTION: City Manager recommends approval.

Handwritten signature of Richard M. Finn.

## **Mills, James**

---

**From:** Meira Moet Shapiro [moetproperties@yahoo.com]  
**Sent:** Friday, February 22, 2019 3:33 PM  
**To:** Mills, James  
**Subject:** 542 Cooper St Watertown, NY Formal request to acquire Tax Lien  
**Attachments:** MP annual disclosure.pdf; ATT00001.htm; tenant text.jpg; ATT00002.htm

Mr Mills,

It is my honor to contact you with a request to acquire the City of Watertown Tax Certificate/Lien on the premises known as 542 Cooper Street in Watertown, New York (tax ID 2-02-121.000) at the redemption price (tax sale certificate for March 2019) of \$14,416.39.00 (fourteen-thousand-four-hundred-sixteen dollars and thirty-nine cents).

Below and attached to this email as a PDF please find my Biography and Corporate Annual Disclosure. I have also attached to this email a copy of a text messages from a tenant in the City of Watertown that outlined what my corporate rental policies have done to improve the quality of life for a particular building and the surrounding area.

**The Company, Moet Properties, LTD (tax ID 27-5442610) was incorporated in New York State, March of 2011 and is registered with the New York State Department of State.**

The primary contact and Chief Executive Officer is Meira M. Shapiro, Olympic Tower, 641 Fifth Avenue, New York, New York 10022. Telephone: 917-734-9097 Email: [moetproperties@yahoo.com](mailto:moetproperties@yahoo.com).

The Company's president/CEO, Meira M. Shapiro owns 100% percent of the stock in the Company and has funded the Company with over two million dollars of her personal funds.

### **The nature of the company's business:**

Moet Properties, LTD owns a diversified portfolio of real property in Central New York (covering a span between Syracuse and Watertown). The Company purchases foreclosures with cash, renovates them with its in-house full-time crew, and re-sells them at a thirty to fifty percent return on investment within twelve to twenty-four months of purchase (Oswego County under Moet Properties, LTD umbrella). The Company also focusses on rentals of the multi-family properties it purchases and markets them as luxury rentals to qualified applicants who have been fully screened for criminal records and credit scores. Furthermore, The Company also has fieldstone and publishing assets including a 500-acre timber (Red Oak, Ash, Black Cherry, Black Walnut and Hard Maple species) which sits on a valuable natural gas resource in the towns of Sandy Creek and Richland, New York (Congressional Districts 14, 23 and 24 NY). The Company is fully insured with a Business Liability Policy, Workers Comp Policy, DBL policy and Company auto policy.

### **The Properties:**

**137-139 William St Watertown, NY** (Owned by The Triumph, LLC which is 100 percent owned by Meira Shapiro) - fully renovated and rented to qualified tenants within two months of purchase. All apartments fully modernized and serviced by staff 24 hours per day. No police calls since Meira Shapiro took over building and since new tenants moved in. Security cameras installed and rents raised from \$575. per month to a range of \$750. per month to \$850. per month. All tenants have one to two year leases.

435 West Mullin St., Watertown, NY 13601 - RENTED FOR \$1,200.00 per month TO A WELL QUALIFIED FAMILY  
533 Morrison St., Watertown, NY 13601 - UNDER COSMETIC RENOVATION FOR RENTAL  
639 Emerson St., Watertown, NY 13601 - Under contract to purchase.  
438 Pumphouse Rd Mexico, NY 13114 - SOLD AT A 50 PERCENT RETURN ON INVESTMENT WITHIN 10 MONTHS OF PURCHASE  
560 Pumphouse Rd Mexico, NY 13114 - SOLD AT A 40 PERCENT RETURN ON INVESTMENT WITHIN 9 MONTHS F PURCHASE  
3328 US Rt 11 Mexico, NY 13114 - SOLD AT A 50 PERCENT RETURN ON INVESTMENT WITHIN 6 MONTHS OF PURCHASE  
154 Beach 25th St Far Rockaway, NY 11691 - SOLD WITHIN 3 MONTHS OF RENO AT A 100 PERCENT RETURN ON INVESTMENT  
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247 Co Rt 62 Richland, NY 13142 - SOLD WITHIN ONE YEAR OF RENOVATION AT A 50 PERCENT RETURN ON INVESTMENT  
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255 Cole Rd Mexico, NY 13114 - CURRENTLY OSWEGO COUNTY COMPANY HEADQUARTERS  
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188-417 Cummings Rd, Lacona, NY - FIELDSTONE, TIMBER AND NATURAL GAS  
- 500 ACRES

**Founder/president/manager/owner bio:**

**Meira Shapiro** is the founder, majority owner and CEO of Moet Properties, LTD, a real estate investment and management firm that acquires, develops and markets its own portfolio of properties. Moet Properties is focused primarily on new residential housing construction and the renovation of properties for resale and rent in Central New York and The City of Watertown, New York; as well as raw land development and timber management. Meira has extensive experience working with governmental agencies in developing and managing the Company's properties: She obtained a DEC and U.S. Army Corps permit for the construction of a five-culvert bridge over a Class C trout stream which feeds directly into U.S. waterways – the first such permit ever awarded in the United States.

She is also the recipient of a State Historic Preservation Office Grant in New York City, an Empire State Development Grant in Oswego County New York and a State Historic Preservation Office permit for construction adjacent to a Native American site. Meira holds a B.A. in Political Science from Queens College, NY, and has a degree in real estate investing from New York University's School of Professional Studies. She is also the former president of Moet Productions, Inc. (a multi-media production company), as well as a published novelist and the current owner of TheTriumph LLC (a luxury multi-family apartment complex in the heart of The City of Watertown, NY). As a former actress, she has appeared in numerous national and regional TV spots, and has had supporting roles in several feature and independent films. Meira began her first construction project in 2005 with an investment in Manhattan real estate where she obtained City of New York permits to combine two units on a high floor in a luxury skyscraper.

**Employees:**

The Company employs its founder/president full-time and three other well qualified and experienced full-time year-round employees. The Company also hires several fully insured independent contractors yearly to fulfill projects on a case by case basis.

**Meira M. Shapiro: Education**

- Israeli Army Gadna Program
- Queens College, Flushing, New York; BA in Political Science
- Excelsior College, Albany, New York; Fluency Exam in Hebrew language
- New York University School of Professional Studies, New York City; Real Estate

**\*If the purchase of 542 Cooper St is approved by the Committee, I would take title in the name of The Triumph, LLC as we hope to expand this very successful BRAND in the City of Watertown. 542 Cooper St would be renamed *The Triumph* and would be known as a "luxury rental complex in the heart of the City of Watertown".**

Thank you in advance for reviewing my humble request.

Sincerely,  
*Meira Shapiro*

Meira M. Shapiro  
president  
Moet Properties, LTD.  
The Triumph, LLC  
Olympic Tower  
641 Fifth Avenue  
New York, New York  
10022

Tel: 917-734-9097

**Moet Properties, LTD.**  
**ANNUAL DISCLOSURE: As of 2/22/2019**

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**Meira M. Shapiro: Education**

- Israeli Army Gadna Program
- Queens College, Flushing, New York; BA in Political Science
- Excelsior College, Albany, New York; Fluency Exam in Hebrew language
- New York University School of Professional Studies, New York City; Real Estate

THANKS

I mean you have done a lot. You bought a building that needed a lot of attention. You took care of the drug dealers parking in our parking lot. You fixed up apt 3 and rented it. You found tenants that are not trashing your apartments and you kept your word on renovations. We don't get a lot of that in Watert

March 26, 2019

To: Richard M. Finn, City Manager  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: Public Hearing to Amend the City of Watertown's 2017 Community Development Block Grant Annual Action Plan

On July 17, 2017, the City Council adopted the City's 2017 Community Development Block Grant (CDBG) Annual Action Plan. The plan included various projects for the 2017-2018 Fiscal Year, including the ADA Transition Plan - Existing Conditions Data Collection and Analysis.

This project had a budget of \$30,700 and consisted of hiring student interns from Clarkson University to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The project only used half of its allotted budget, and Staff would like to re-program the remainder to hire new interns from Clarkson to complete the next phase of data collection for our ADA Transition Plan: City Buildings and Facilities. Re-programming the funding in this manner requires the City to amend the scope of the project in its 2017 Annual Action Plan, necessitating a formal amendment to that plan.

In addition, the Bus Shelter Installation and Replacement 2017 Project went over its original \$10,200 budget, with a final actual cost of \$14,993.11. The City must make up this \$4,793.11 overrun by reducing line items elsewhere in the CDBG PY 2017 budget, which also carries the requirement to amend the Annual Action Plan. To make up the funding shortfall in the bus shelter project, Staff proposes to reprogram funds from the ADA Accessible Ramp Construction Project Phase 3, which came in \$8,000 under budget.

Changing the project scope of the ADA Transition Plan - Existing Conditions Data Collection and Analysis Project and amending the budget for the Bus Shelter Installation and Replacement 2017 Project both require amending the 2017 Annual Action Plan. Amending an Annual Action Plan requires several steps including drafting a narrative that describes the amendment and making it available for the public to review during a 30-day public comment period, and holding a public hearing. In order to start the amendment process, Staff requests that the City Council schedule a public hearing for May 6, 2019.

Action: City Manager recommends that the City Council schedule a public hearing on **May 6, 2019 at 7:30 p.m.** to hear public comment on the proposed amendment to the City's 2017 CDBG Annual Action Plan.



March 26, 2019

To: Richard M. Finn, City Manager  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: Community Development Block Grant (CDBG) Program Year 2019  
Annual Action Plan - Update

As you are aware, Staff has been soliciting public input and comments over the course of the last several weeks regarding the development of the City's CDBG Program Year 2019 Annual Action Plan. Public participation is a key component in the development of the plan. Staff presented an overview of the program and discussed project priorities at the February 12, 2019 City Council Work Session and a public hearing was held on March 4, 2019. In addition to the public hearing, Staff sent email correspondence to the partner agencies identified in our CDBG Citizen Participation Plan and discussed the proposed plan with Advantage Watertown on February 14, 2019.

The result of this outreach and our discussion with the City Council yielded various ideas for projects and funding requests. During the last few weeks, we have been evaluating these proposals and ideas to determine whether or not they would be eligible for CDBG funding and if so, how they might fit into the 2019-2020 Program Year budget. The following is a description of the various project ideas we have received and a determination of their eligibility.

Mill and Fill Paving. At the City Council work session, some Council members suggested using some of the CDBG funding for additional paving projects in the City. After researching eligible and ineligible public facilities activities it appears as though repaving a street would be an eligible use of funds. Maintenance and repairs such as filling potholes or completing spot repairs on a street would not be eligible.

While the City could add a street paving project to the list, we do have to keep in mind the funding allocations proposed in our 5-Year Consolidated Plan when making our annual budget decisions. Our 5-Year plan proposes that approximately 25% of our annual grant be spent on public infrastructure projects to meet our neighborhood stabilization and revitalization goal. This can be varied slightly but the City must still remain somewhat close to the original projections. We could not, for example, eliminate all of our proposed funding for housing rehabilitation in a given year in favor of public infrastructure. We would have to adopt a budget that provided for both, in amounts similar to what was originally proposed in our Consolidated Plan.

3-27-19

I concur / 

Currently, the proposed infrastructure projects total approximately 36% of the annual budget (not including demolition) which is slightly higher but in line with our original projections. In order to add a repaving project to our list of proposed CDBG projects, one or more of the currently proposed infrastructure projects (sidewalks or ADA ramps) would have to be removed from consideration to fall within the budget parameters.

Pawling Street Reconstruction. At the public hearing, a suggestion was made to utilize CDBG funding for the reconstruction of Pawling Street. While this type of public facility (infrastructure) improvement would be an eligible use of CDBG funds, Pawling Street does not fall within one of the City's CDBG Target areas, and is not eligible for funding. Therefore, Staff is not recommending providing funding for this project.

Habitat for Humanity Building Improvements. Staff was contacted by the Thousand Islands Area Habitat for Humanity, Inc. for assistance with funding a new roof for Habitat's building located at 938 Water Street. Rehabilitation of commercial buildings can be an eligible use of CDBG funds provided that they meet several criteria. In this case the criteria are that it would have to be located in a census block group that has a Low to Moderate Income (LMI) percentage greater than 51% AND the area in which it is located is primarily residential. This property is located in one of the City's CDBG target areas has a LMI percentage of greater than 51%; however, the area is primarily industrial in nature, with just a few residential homes located nearby. Therefore, the project is not eligible. Another way for the building to qualify would be if the use of the building served primarily LMI clientele. In this case, Habitat's ReStore operation is open to the general public and serves a client base of more than just LMI individuals. Therefore, it is not eligible. Since the project would not qualify in meeting the LMI benefit, Staff is not recommending providing funding for this project.

Zoning Ordinance Rewrite. As you know, the next major planning project we hope to undertake after the completion of the comprehensive plan would be a rewrite of the City's Zoning Ordinance. The current Zoning Ordinance is very outdated and should be overhauled to better reflect the current needs and desires of the community as determined in the comprehensive plan. The comprehensive plan will establish the official land use policy for the City and will present goals and a vision for the future that guides our decision making. A new zoning ordinance will be an important tool for implementing the goals of the plan. It is estimated that an overhaul of the Zoning Ordinance would cost \$150,000. I am proposing that we fund the first phase of this project in this program year and either look at applying for a Consolidated Funding Application grant this summer, and/or add the second phase next year as part of the 2020-2021 Annual Action Plan.

At the City Council Work Session, Staff provided an overview of the CDBG program and discussed potential projects for inclusion in the 2019-2020 Annual Action Plan. Based on the Council feedback and the community input that we have received, Staff is proposing the following projects and associated budgets for the 2019-2020 Annual Action Plan:

## **CDBG Program Year 2019-2020 Proposed Budget**

### **Sources**

Program Year 2019 Entitlement Grant (exact amount TBD) \$925,000.00

**Total Funds Available for Allocation \$925,000.00**

### **Proposed Uses**

North Rutland St. Neighborhood Sidewalk Project \$240,000.00

North Side ADA Ramp Replacement Project \$90,000.00

Demolition of 428 Maple Street \$40,000.00

Owner-Occupied Housing Rehab Program \$250,000.00

Homebuyer Program \$100,000.00

NDC Housing Program \$50,000.00

Homeless Assistance Point-In-Time Outreach & Education \$9,000.00

Fair Housing Education \$5,000.00

WCSD Food 4 Families Program \$6,000.00

Planning – Zoning Ordinance Rewrite \$75,000.00

Program Administration \$60,000.00

**Total Funds Proposed for Allocation \$925,000.00**

Last year, the City was allocated \$910,226 by the U.S. Department of Housing and Urban Development (HUD) for the 2018-2019 Program Year. The City has not yet been notified of this year's funding amount, but we expect that it will be approximately \$925,000. Our Annual Action Plan cannot be officially finalized and submitted to HUD until our annual allocation is known.

HUD has provided guidance on developing the Annual Action Plan and project budgets while waiting for the allocations to be announced. The guidance involves the development of a contingency plan in the event that the amount allocated is either higher or lower than what is in the proposed budget shown above. Our proposed contingency plan would be as follows: If the amount of CDBG funding allocated to the City for Program Year 2019 is higher than \$925,000, the City will increase the North Rutland St. Neighborhood Sidewalk Project activity budget and will extend the project service area to the adjacent side streets. If the amount of CDBG funding allocated to the City for Program Year 2019 is lower than \$925,000, the City will decrease the amount allocated for the Homebuyer Program accordingly and if needed, decrease the amount allocated for the North Rutland St. Neighborhood Sidewalk Project and decrease the service area on a block by block basis.

If the Council concurs with these additions and changes, Staff will finalize the draft of the Program Year 2019 Annual Action Plan accordingly and will make it available to the public for the required 30-day review in the next few weeks.

March 28, 2019

To: Richard M. Finn, City Manager  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: Fence Ordinance Revisions

At the March 25, 2019 Work Session, the City Council asked Staff to make a few additional edits to the proposed revisions to the fence ordinance. Revisions were made to Paragraphs F and H. For Paragraph F, the word "panels" has been deleted from the end of the sentence as requested. For Paragraph H, Council members asked if it would be possible to include language that would allow fences in the proposed triangular shaped "no build" area near driveways, provided that the fence to be installed had at least 80% transparency. A phrase has been added to the end of Paragraph H that states that fences that have a ratio between space and fence material of greater than or equal to 4:1 would be allowed in the triangular shaped "no build" area.

Council Members also asked about modifying Section 310-27, Visibility at Corners, to reduce the required 40' setback. After consulting with City Engineer Justin Wood, Staff is recommending that the required 40' setback from the intersection remain, which would keep this area free of fences, shrubs, and structures greater than 3' in height. The 40' sight triangle, in a perpendicular intersection with common margin widths, will, in most cases, provide an adequate sight distance of 200-250', which is the minimum stopping sight distance for vehicles traveling at 30-35 mph. Any reduction of the clear zone triangle could limit sight distance and potentially create a traffic safety hazard.

It is important to note that the geometry of intersections, including the angle formed by the two streets, the margin width, and sidewalk width, all play a role in sight distance. Maintaining a 40' clear zone at intersections will allow us to err on the side of safety. In certain situations, an applicant may seek relief from the Zoning Board of Appeals (ZBA) if the geometry and circumstances of their specific property and intersection allows a reduction of the clear zone without impacting sight distance.

The attached copy of the fence ordinance shows the proposed deletions in red strikethrough and the proposed additions in bold text. The changes made since the Work Session are highlighted in yellow.

3-28-19 Mayor and City Council:  
I concur with this recommendation.  
/R. Finn

§ 310-26.1 Fences.

(Draft Amendments 3-28-19)

[Added 2-18-2003; amended 3-20-2006; 6-19-2006; 12-5-2011]

A. No person, firm or corporation shall commence the erection, construction, or alteration of any fence without first applying for, and obtaining, a fence permit from Code personnel for each such fence.

B. Application for a fence permit shall be made to Code personnel on forms provided by Code personnel and shall contain the information requested on such forms plus any additional information as may be determined as necessary by Code personnel for duly processing such application.

C. All applications shall be signed by the owner of the real property upon which such work is to be performed. Where such application is made by a person other than the owner, it shall be accompanied by written authorization of the owner that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

D. In all districts, except Light and Heavy Industrial Districts, no fence shall be more than six feet in height, except as otherwise restricted below. In Light and Heavy Industrial Districts no fence shall be more than eight feet in height.

E. Fences located less than 20 feet from a street line shall not be more than four feet in height, except in Light and Heavy Industrial Districts.

F. The height of a fence shall not include post finials extending above the fence ~~panels~~.

~~G. Fences located less than 20 feet from a street line shall have open spaces equal to at least 50% of the area of each panel, except as otherwise restricted below.~~ Fences located less than twenty (20) feet from a street line shall be of an open design such as ornamental iron, split rail or picket where the ratio between space and fence material is at least 1:1, except as otherwise restricted below.

~~H. Fences located less than five feet from a street line shall have the open spaces equal to at least 80% of the area of each panel.~~ Fences shall not be located within a triangular shaped area on either side of a driveway, which is delineated and measured starting from a point located at the intersection of the driveway edge and the sidewalk (or street line in the absence of a sidewalk), a distance of ten (10) feet along the sidewalk (or street line) and ten (10) feet along the driveway and a line connecting the end points of the two lines, **except for fences having a ratio between space and fence material of greater than or equal to 4:1** and as otherwise restricted below. (Also see Section 310-27,

Visibility at Corners)

I. Fences located less than 20 feet from a street line shall not be located less than five (5) feet from a neighbor's driveway or a shared driveway.

J. The side of the fence facing away from the fence owner's property shall have a finished quality.

K. Chainlink fences shall not be located less than 20 feet from a street line, except in Light and Heavy Industrial Districts.

L. Electric fences shall not be allowed.

M. Barbed-wire fences shall not be allowed, except on top of chain link fences at least six feet in height in Light and Heavy Industrial Districts.

**N. Ornamental landscaping features, such as stone walls, retaining walls and planters, less than thirty-six (36) inches in height shall be considered decorative features and not fences.**

§ 310-27 **Visibility at corners.**

[Amended 6-19-2006; 12-5-2011]

~~In any Residence District, No structure, fence (other than a fence meeting the requirements of § 310-26.1)~~  
or shrubbery over three feet in height shall be maintained on any corner lot within a triangular shaped area **which is formed and measured starting from a point located at the intersection of the two** by street lines to the points on such lines a distance of **forty** (40) feet from their intersection and a line connecting such points.