

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, March 3, 2025
7:00 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, March 3, 2025, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

- | | |
|-----------|--|
| 7:15 p.m. | Community Development Block Grant (CDBG) 2025
Annual Action Plan Public Hearing |
| 7:15 p.m. | Amending City Municipal Code §310, Zoning |

RESOLUTIONS

- | | |
|--------------------|--|
| Resolution No. 1 - | Reappointment to the Transportation Commission- Ryan Henry-Wilkinson |
| Resolution No. 2 - | Reappointment to the Transportation Commission – Patrick J. Hickey |
| Resolution No. 3 - | Reappointment to the Transportation Commission – Adam D. Ruppe |
| Resolution No. 4 - | Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Katherine Wright |
| Resolution No. 5 - | Authorizing the Display of the Irish Flag at City Hall in Recognition of Irish American Heritage Month |

- Resolution No. 6 - Finding That Amending Municipal Code § 310: Zoning Will Not Have a Significant Impact on the Environment
- Resolution No. 7 - Accepting Bid for Burlington Street Reconstruction Project – Powis Contracting, Inc.
- Resolution No. 8 - Accepting Proposal for Burlington Street Reconstruction Project – Construction Administration GYMO, DPC
- Resolution No. 9 - Readopting Fiscal Years 2024-25 through 2028-29 Capital Budget – Property Acquisition
- Resolution No. 10 - Approving Real Property Purchase Agreement with Sandgate, LLC for 424 Rear Vanduzee Street and 424A Vanduzee Street, identified As Tax Parcel Nos. 1-18-102.004 and 1-18-102.003
- Resolution No. 11 - Authorizing City of Watertown to Participate in the New York State Lead Rental Registry Program in Conjunction with Jefferson County.

ORDINANCES

- Ordinance No. 1- An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City
- Ordinance No. 2 - An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and the Reconstruction of and Other Improvements to said Building (\$100,000), in and for said City

LOCAL LAW

- Proposed Local Law No. 1 of 2025 - A Local Law Amending Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds

OLD BUSINESS

- Tabled Resolution - Authorizing the Display of the Pride Flag at City Hall in Recognition of Pride Month

Ordinance - Amending City Municipal Code §310, Zoning

STAFF REPORTS

1. Complete Streets Annual Progress Report – Calendar Year 2024
2. “No Mow May” Pilot Program

NEW BUSINESS

EXECUTIVE SESSION

To discuss proposed, pending or current litigation.

To discuss the employment history of a particular individual.

To discuss Collective Bargaining

ADJOURNMENT

WORK SESSION

Next Work Session is scheduled for Monday, March 10, 2025, at 7:00 p.m.

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
MARCH 17, 2025 AT 7:00 P.M.**

Public Hearing – 7:15 p.m.

March 3, 2025

To: The Honorable Mayor and City Council

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

Subject: Community Development Block Grant (CDBG) 2025 Annual Action Plan
Public Hearing

A Public Hearing has been scheduled for 7:15 p.m. on Monday, March 3, 2025, as part of the effort to gather public input for the preparation of the City's CDBG 2025 Annual Action Plan.

In addition to the public hearing, our outreach efforts have included sending email correspondence to the partner agencies identified in our CDBG Citizen Participation Plan and a presentation and discussion with the City's citizens advisory board, Advantage Watertown, on January 9, 2025. At the February 10, 2025, City Council work session, Staff also provided an overview of the CDBG program and discussed potential projects for inclusion in the plan.

Last year, the City of Watertown was awarded \$882,736 by the U.S. Department of Housing and Urban Development (HUD) for the 2024 Program Year. The City has not yet been notified of this year's funding amount, but we hope that that it will be at a level similar to last year.

During the development of the plan each year, Staff typically receives funding requests for projects to be included in the plan. Once received, Staff will review them to determine their eligibility under the CDBG Program and will provide an overview of the funding requests for Council's consideration at an upcoming meeting.

Res Nos. 1, 2, and 3

March 3, 2025

To: The Honorable Mayor and City Council
From: Eric Wagenaar, City Manager
Subject: Appointments to the Transportation Commission

The terms of Adam D. Ruppe, Patrick J. Hickey, and Ryan Henry-Wilkinson on the Transportation Commission will expire on April 1, 2025, and they have expressed an interest in continuing to serve on this commission.

Attached for City Council consideration are resolutions reappointing these individuals for a new three-year term, expiring on April 1, 2028.

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission- Ryan Henry-Wilkinson

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2028:

Ryan Henry-Wilkinson
520 Holcomb Street
Watertown, NY 13601

Seconded by _____

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission- Patrick J. Hickey

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2028:

Patrick J. Hickey
394 Pawling Street
Watertown, NY 13601

Seconded by _____

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission- Adam D. Ruppe

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2028:

Adam D. Ruppe
316 Butterfield Ave
Watertown, NY 13601

Seconded by _____

Res No. 4

March 3, 2025

To: Members of the City Council

From: Sarah V.C. Pierce, Mayor

Subject: Appointment to the Roswell P. Flower Memorial Library Board of Trustees,
Katherine Wright

We have a vacancy on the Flower Memorial Library Board of Trustees.

We have received a recommendation of Katherine Wright from Library Board President Cheryl Evans. Ms. Wright resides in the City of Watertown, and we believe she will be an excellent addition to the Library.

I respectfully submit Ms. Wright and offer her nomination to the City Council at this time for an 11-year term, such term expiring on December 31, 2035. Attached is a resolution for Council consideration.

RESOLUTION

Page 1 of 1

Appointment to the Roswell P. Flower Memorial
Library Board of Trustees, Katherine Wright

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby appoints the following individual to the Roswell P. Flower Memorial Library Board of Trustees, to an 11-year term, which term expires December 31, 2035.

Katherine Wright
222 Ten Eyck
Watertown, NY 13601

Seconded by _____

Res No. 5

March 3, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing the Display of the Irish Flag At City Hall in Recognition of Irish American Heritage Month

On February 3, 2025, the City of Watertown's Flag Policy went into effect, establishing guidelines for the display of flags on City property. The policy allows the City Council to approve the requests for the temporary display of flags recognized by the United States on the flagpole in front of City Hall.

The City has received a request from William Flynn, President of the Ancient Order of Hibernians (AOH) to hold a flag-raising ceremony on March 16, 2025, at 11:00 a.m. in front of City Hall in recognition of Irish American Heritage Month. This ceremony serves as a visible symbol of unity, heritage, and respect for the contributions of Irish Americans in our community.

A resolution is presented for City Council consideration to approve the request authorizing the display of the Irish Flag at City Hall for 48 hours, beginning March 16, 2025, in recognition of Irish American Heritage Month.

RESOLUTION

Page 1 of 1

Authorizing the Display of the Irish Flag
At City Hall in Recognition of Irish American
Heritage Month

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS, the City of Watertown has adopted a Flag Policy, effective February 3, 2025, to govern the display of flags on City property, and

WHEREAS, the City has received a request to display the Irish Flag in recognition of Irish American Heritage Month, and

WHEREAS, in accordance with the Flag Policy, the City Council may authorize the temporary display of flags recognized by the United States on the flagpole in front of City Hall, and

WHEREAS, the City Council supports the recognition of March as Irish American Heritage Month, a time to celebrate the significant contributions of Irish Americans to our nation's history, culture, and community, and

WHEREAS, the City Council desires to approve the request and authorize the display of the Irish Flag for a period of 48 hours,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the display of the Irish Flag in front of City Hall for 48 hours, commencing on March 16, 2025, in recognition of Irish American Heritage Month, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is directed to ensure compliance with the City's Flag Policy and coordinate the proper display of the flag.

Seconded by _____

Res No. 6

March 3, 2025

To: The Honorable Mayor and City Council

From: Geoffrey Urda, Senior Planner

Subject: Finding That Amending Municipal Code § 310, Zoning Will Not Have a Significant Impact on the Environment

At its February 4, 2025 meeting, the City Planning Commission adopted a motion recommending that the City Council amend Chapter § 310: Zoning of the City Code. The City Council has scheduled a public hearing on the proposed amendment for Monday, March 3, 2025, at 7:15 p.m.

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

RESOLUTION

Page 1 of 1

Finding That Amending City Municipal Code
§ 310, Zoning Will Not Have a Significant Impact
On the Environment

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance to amend various sections of § 310: Zoning of the City Code, and

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

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

WHEREAS the City Council has determined that the proposed Ordinance is a “Type 1 Action” as that term is defined by 6NYCRR Section 617.2 (b), and

WHEREAS there are no other involved agencies for SEQRA review as that term is defined in 6NYCRR Section 617.4 (a), and

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

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

1. Based upon its examination of the Full 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 zoning designation will not have a significant impact on the environment.
2. The Mayor of the City of Watertown is authorized to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by _____

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City Council, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres

b. Total acreage to be physically disturbed? _____ acres

c. Total acreage (project site and any contiguous properties) owned
or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____

- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year

- Anticipated completion date of final phase _____ month _____ year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
i. Total number of structures _____ ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
i. Purpose of the impoundment: _____ ii. If a water impoundment, the principal source of the water: <input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify: _____ iii. If other than water, identify the type of impounded/contained liquids and their source. _____ iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____ ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ iv. Will there be onsite dewatering or processing of excavated materials? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe. _____ _____ v. What is the total area to be dredged or excavated? _____ acres vi. What is the maximum area to be worked at any one time? _____ acres vii. What would be the maximum depth of excavation or dredging? _____ feet viii. Will the excavation require blasting? <input type="checkbox"/> Yes <input type="checkbox"/> No ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will proposed action cause or result in disturbance to bottom sediments? ☐ Yes ☐ No
If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No
If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No
- Do existing lines serve the project site? ☐ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No
If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No
If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No
If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No

<ul style="list-style-type: none"> • Do existing sewer lines serve the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No • Will line extension within an existing district be necessary to serve the project? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If Yes:</p> <ul style="list-style-type: none"> • Describe extensions or capacity expansions proposed to serve this project: _____ 	
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <ul style="list-style-type: none"> • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____ 	
<p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):</p> <p>_____</p> <p>_____</p>	
<p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____</p> <p>_____</p> <p>_____</p>	
<p>e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel?</p> <p style="padding-left: 40px;">_____ Square feet or _____ acres (impervious surface)</p> <p style="padding-left: 40px;">_____ Square feet or _____ acres (parcel size)</p> <p>ii. Describe types of new point sources. _____</p> <p>_____</p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> • If to surface waters, identify receiving water bodies or wetlands: _____ _____ _____ • Will stormwater runoff flow to adjacent properties? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p>iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)</p> <p>_____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)</p> <p>_____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)</p> <p>_____</p>	
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflourocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs) 	

<p>h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate methane generation in tons/year (metric): _____</p> <p>ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____</p>			
<p>i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____</p>			
<p>j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. When is the peak traffic expected (Check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Randomly between hours of _____ to _____.</p> <p>ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____</p> <p>iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____</p> <p>iv. Does the proposed action include any shared use parking? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____</p> <p>vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate annual electricity demand during operation of the proposed action: _____</p> <p>ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____</p> <p>iii. Will the proposed action require a new, or an upgrade to, an existing substation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>l. Hours of operation. Answer all items which apply.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> <p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 		

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>n.. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally describe proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ _____ • Operation: _____ _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. <input type="checkbox"/> Urban <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Rural (non-farm) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

<p>c. Is the project site presently used by members of the community for public recreation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>i. If Yes: explain: _____</p>	
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes,</p> <p>i. Identify Facilities: _____</p> <p>_____</p>	
<p>e. Does the project site contain an existing dam? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Dimensions of the dam and impoundment:</p> <ul style="list-style-type: none"> • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet <p>ii. Dam's existing hazard classification: _____</p> <p>iii. Provide date and summarize results of last inspection: _____</p> <p>_____</p>	
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Has the facility been formally closed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, cite sources/documentation: _____ <p>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____</p> <p>_____</p> <p>iii. Describe any development constraints due to the prior solid waste activities: _____</p> <p>_____</p>	
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____</p> <p>_____</p>	
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes – Spills Incidents database <input type="checkbox"/> Yes – Environmental Site Remediation database <input type="checkbox"/> Neither database </div> <div> Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ </div> </div> <p>ii. If site has been subject of RCRA corrective activities, describe control measures: _____</p> <p>_____</p> <p>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide DEC ID number(s): _____</p> <p>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____</p> <p>_____</p>	

v. Is the project site subject to an institutional control limiting property uses? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> If yes, DEC site ID number: _____ Describe the type of institutional control (e.g., deed restriction or easement): _____ Describe any use limitations: _____ Describe any engineering controls: _____ Will the project affect the institutional or engineering controls in place? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ _____ _____ 																
E.2. Natural Resources On or Near Project Site																
a. What is the average depth to bedrock on the project site? _____ feet																
b. Are there bedrock outcroppings on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %																
c. Predominant soil type(s) present on project site: <table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 40%; text-align: right;">%</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">%</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">%</td> </tr> </table>		%		%		%										
	%															
	%															
	%															
d. What is the average depth to the water table on the project site? Average: _____ feet																
e. Drainage status of project site soils: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Well Drained:</td> <td style="text-align: right;">_____ % of site</td> </tr> <tr> <td><input type="checkbox"/> Moderately Well Drained:</td> <td style="text-align: right;">_____ % of site</td> </tr> <tr> <td><input type="checkbox"/> Poorly Drained</td> <td style="text-align: right;">_____ % of site</td> </tr> </table>	<input type="checkbox"/> Well Drained:	_____ % of site	<input type="checkbox"/> Moderately Well Drained:	_____ % of site	<input type="checkbox"/> Poorly Drained	_____ % of site										
<input type="checkbox"/> Well Drained:	_____ % of site															
<input type="checkbox"/> Moderately Well Drained:	_____ % of site															
<input type="checkbox"/> Poorly Drained	_____ % of site															
f. Approximate proportion of proposed action site with slopes: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> 0-10%:</td> <td style="text-align: right;">_____ % of site</td> </tr> <tr> <td><input type="checkbox"/> 10-15%:</td> <td style="text-align: right;">_____ % of site</td> </tr> <tr> <td><input type="checkbox"/> 15% or greater:</td> <td style="text-align: right;">_____ % of site</td> </tr> </table>	<input type="checkbox"/> 0-10%:	_____ % of site	<input type="checkbox"/> 10-15%:	_____ % of site	<input type="checkbox"/> 15% or greater:	_____ % of site										
<input type="checkbox"/> 0-10%:	_____ % of site															
<input type="checkbox"/> 10-15%:	_____ % of site															
<input type="checkbox"/> 15% or greater:	_____ % of site															
g. Are there any unique geologic features on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____																
h. Surface water features. <ul style="list-style-type: none"> i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? <input type="checkbox"/> Yes <input type="checkbox"/> No ii. Do any wetlands or other waterbodies adjoin the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes to either <i>i</i> or <i>ii</i> , continue. If No, skip to E.2.i. <ul style="list-style-type: none"> iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? <input type="checkbox"/> Yes <input type="checkbox"/> No iv. For each identified regulated wetland and waterbody on the project site, provide the following information: <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">• Streams:</td> <td style="width: 40%;">Name _____</td> <td style="width: 10%;">Classification _____</td> <td style="width: 40%;"></td> </tr> <tr> <td>• Lakes or Ponds:</td> <td>Name _____</td> <td>Classification _____</td> <td></td> </tr> <tr> <td>• Wetlands:</td> <td>Name _____</td> <td>Approximate Size _____</td> <td></td> </tr> <tr> <td>• Wetland No. (if regulated by DEC)</td> <td colspan="3">_____</td> </tr> </table> 	• Streams:	Name _____	Classification _____		• Lakes or Ponds:	Name _____	Classification _____		• Wetlands:	Name _____	Approximate Size _____		• Wetland No. (if regulated by DEC)	_____		
• Streams:	Name _____	Classification _____														
• Lakes or Ponds:	Name _____	Classification _____														
• Wetlands:	Name _____	Approximate Size _____														
• Wetland No. (if regulated by DEC)	_____															
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of impaired water body/bodies and basis for listing as impaired: _____ _____																
i. Is the project site in a designated Floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No																
j. Is the project site in the 100 year Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No																
k. Is the project site in the 500 year Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No																
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <ul style="list-style-type: none"> i. Name of aquifer: _____ 																

<p>m. Identify the predominant wildlife species that occupy or use the project site:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
ii. Name: _____	
iii. Brief description of attributes on which listing is based: _____	
f. 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"/> Yes <input type="checkbox"/> No	
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes:	
i. Describe possible resource(s): _____	
ii. Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes:	
i. Identify resource: _____	
ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
iii. Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes:	
i. Identify the name of the river and its designation: _____	
ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Project :

Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

2. Impact on Geological Features The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If “Yes”, answer questions a - h. If “No”, move on to Section 5.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If “Yes”, answer questions a - g. If “No”, move on to Section 6.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D.2.h, D.2.g) <i>If “Yes”, answer questions a - f. If “No”, move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in “a” through “c”, above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If “Yes”, answer questions a - j. If “No”, move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical 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.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of the above (a-d) are answered “Moderate to large impact may occur”, continue with the following questions to help support conclusions in Part 3:</p> <p>e.</p> <p>i. The proposed action may result in the destruction or alteration of all or part of the site or property.</p> <p>ii. The proposed action may result in the alteration of the property’s setting or integrity.</p> <p>iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.</p>	<p>E3e, E3g, E3f</p> <p>E3e, E3f, E3g, E1a, E1b</p> <p>E3e, E3f, E3g, E3h, C2, C3</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

11. Impact on Open Space and Recreation The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If “Yes”, answer questions a - e. If “No”, go to Section 12.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or “ecosystem services”, provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If “Yes”, answer questions a - c. If “No”, go to Section 13.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation

The proposed action may result in a change to existing transportation systems.

☐ NO

☐ YES

(See Part 1. D.2.j)

If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy

The proposed action may cause an increase in the use of any form of energy.

☐ NO

☐ YES

(See Part 1. D.2.k)

If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light

The proposed action may result in an increase in noise, odors, or outdoor lighting.

☐ NO

☐ YES

(See Part 1. D.2.m., n., and o.)

If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

☐ NO

☐ YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: ☐ Type 1 ☐ Unlisted

Identify portions of EAF completed for this Project: ☐ Part 1 ☐ Part 2 ☐ Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

☐ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

☐ C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)
Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Burlington Street Reconstruction Project – Powis Contracting, Inc.

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Burlington Street Reconstruction Project, per City specifications, and publicly opened and read the sealed bids on January 22, 2025, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and fifty-six (56) potential vendors.

The Purchasing Department received five (5) sealed bid submittals, and the bid tabulations are shown below:

Powis Contracting Inc.	JL Excavation LLC	Edge Civil Corporation	North Country Contractors, LLC	CCI Companies, Inc.
9421 Number Three Road	22103 Fabco Road, Ste #2	2723a County Route 26	23892 US Rte 11	7138 Mt. Pleasant Dr.
Copenhagen, NY 13626	Watertown, NY 13601	Parish, NY 13131	Calcium, NY 13616	Canastota, NY 13032
Hollie Powis	Tanner Sullivan	Edward Banach	Daryl P. Zubrzycki	Doug Fusillo
powiscontracting1@gmail.com	tanner@jlexcavationllc.com	ed@edgecivilcorp.com	Daryl@ncc-llc.com	dfusillo@ccicompanies.com
\$2,143,024.25	\$2,257,579.00	\$2,435,974.00	\$2,596,400.00	\$3,296,601.00

The Purchasing Manager and Engineering and Planning Departments, in consultation with Aubertine and Currier, reviewed the responses, and it is their recommendation that the City Council award the total base bid for the Burlington Street Reconstruction Project to Powis Contracting, Inc. as the lowest responsive responsible bidder at a total bid price of **\$2,143,024.25**.

Funding Sources for the Total Project:

American Rescue Plan Act (ARPA)	\$ 122,382
Community Development Block Grant	403,000
General Fund transfer	135
Sewer Fund transfer	267,622
NYS Touring Route Funds	1,592,438
Bonding for Water Fund and Contingency	214,414
Total Sources	<u>\$ 2,600,000</u>

Acceptance of this bid is contingent upon the passing of the bond ordinance, which is included in tonight's agenda.

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

RESOLUTION

Page 1 of 1

Accepting Bid for Burlington Street
Reconstruction Project –
Powis Contracting, Inc.

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires the reconstruction of Burlington Street to include excavation of infrastructure trenches to facilitate full street reconstruction, installation of watermain, sanitary sewer, storm sewer and supporting connections, miscellaneous infrastructure and street restoration work, and

WHEREAS the Purchasing Department advertised and received five (5) sealed bids for the Burlington Street Reconstruction Project, and

WHEREAS on January 22, 2025, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Engineering and Planning Departments in consultation with Aubertine and Currier, PLLC and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Powis Contracting, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the base bid received from Powis Contracting, Inc. in the amount of \$2,143,024.25, and

BE IT FURTHER RESOLVED that acceptance of this bid is contingent upon the passing of the bond ordinance to finance a portion of the project, and

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

Seconded by _____



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Burlington Street Reconstruction Project

Bid / RFP Number:

Bid #2024-36

Opening Date:

Wednesday January 22, 2025 @ 11:00 AM

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

Vendor Name, Address, Point of Contact and email address	Powis Contracting Inc.	JL Excavation LLC	Edge Civil Corporation	North Country Contractors, LLC	CCI Companies, Inc.
	9421 Number Three Road	22103 Fabco Road, Ste #2	2723a County Route 26	23892 US Rte 11	7138 Mt. Pleasant Dr.
	Copenhagen, NY 13626	Watertown, NY 13601	Parish, NY 13131	Calcium, NY 13616	Canastota, NY 13032
	Hollie Powis powiscontracting1@gmail.com	Tanner Sullivan tanner@jlexcavationllc.com	Edward Banach ed@edgecivilcorp.com	Daryl P. Zubrzycki Daryl@ncc-llc.com	Doug Fusillo dfusillo@ccicompanies.com
Total Base Bid	\$2,143,024.25	\$2,257,579.00	\$2,435,974.00	\$2,596,400.00	\$3,296,601.00
Addendum Acknowledgement (if any)	Y	Y	Y	Y	Y
Bid Bond or Check (B / C)	B	B	B	B	B
Non-Collusive Bidding Certificate	Y	Y	Y	X	Y
Certificate of Compliance with the Iran Divestment Act	Y	Y	Y	X	Y
Sexual Harassment Form	Y	Y	Y	X	Y
Certificate of Contractor Registration	Y	Y	Y	Y	Y
HUD Section 3 Compliance-Contract Clause Form	Y	Y	Y	Y	N
SAM's & NYS Debarred	N	N	N	N	N

February 5, 2025

Eric Wagenaar, City Manager
City of Watertown
Suite 301, City Hall
245 Washington Street

**RE: Burlington Street Reconstruction Project
Burlington Street, City of Watertown
Letter of Recommendation for Powis Contracting, Inc.**

Dear Mr. Wagenaar,

This letter constitutes our completion of review of bids for the Burlington Street Reconstruction Project and recommendation of award. There were five (5) bids received at the 1/22/2025 bid opening. The bidders and bid amounts were as follows:

Powis Contracting, Inc. - \$2,143,024.25
JL Excavation LLC - \$2,257,579.00
Edge Civil Corp. - \$2,435,974.00
North Country Contractors LLC - \$2,596,400.00
CCI Companies - \$3,296,601.00


Powis Contracting, Inc. was the apparent low bidder for the bid amount of \$2,143,024.25. We have spoken with the low bidder, Powis Contracting, Inc., and requested they review their bid and confirm they are capable of completing the project as bid. They have confirmed their bid and are prepared to accept the award upon issuance.

Based upon the above, we recommend that the City of Watertown issue Notice of Award to the low bidder, Powis Contracting, Inc., in the amount of \$2,143,024.25.

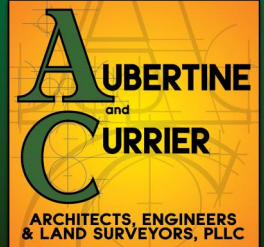
Feel free to contact our office with any questions that you may have.

Sincerely,

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC



Timothy F. Titus
Civil Designer



NYS WBE/DBE Certified
SBA Woman Owned
Small Business (WOSB)

aubertinecurrier.com

522 Bradley Street
Watertown, New York 13601

Phone: 315.782.2005
Fax: 315.782.1472

Managing Partner
Annette M. Mason, P.E.
Structural Engineer

Partners
Brian A. Jones, AIA.,
LEED AP BD+C
Architect

Matthew R. Morgia, P.E.
Civil Engineer

Jayson J. Jones, P.L.S.
Land Surveyor

Brian M. Krueger, AIA.,
Architect

February 25, 2025

TO: The Honorable Mayor and City Council

FROM: Thomas Compo, PE – City Engineer

SUBJECT: Accepting Proposal for Burlington Street Reconstruction Project –
Construction Administration GYMO, DPC

The City's Engineering Department solicited proposals from five professional engineering firms for construction administration and inspection services for the Burlington Street Reconstruction Project.

The Engineering Department reviewed the proposals, and it is their recommendation that City Council hire GYMO, DPC for the construction administration and inspection services for the Burlington Street Reconstruction Project for a professional fee of \$159,360.

Please note that this report and resolution are contingent upon the acceptance of the previous resolution for the construction award for the Burlington reconstruction project.

Funding Sources for the Total Project:

American Rescue Plan Act (ARPA)	\$ 122,382
Community Development Block Grant	403,000
General Fund transfer	135
Sewer Fund transfer	267,622
NYS Touring Route Funds	1,592,438
Bonding for Water Fund and Contingency	<u>214,414</u>
Total Sources	<u>\$ 2,600,000</u>

Acceptance of this bid is contingent upon the passing of the bond ordinance, which is included in tonight's agenda.

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

RESOLUTION

Page 1 of 1

Accepting Proposal for Burlington
Street Reconstruction Project –
Construction Administration
GYMO, DPC

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires the reconstruction of Burlington Street to include excavation of infrastructure trenches to facilitate full street reconstruction, installation of watermain, sanitary sewer, storm sewer and supporting connections, miscellaneous infrastructure and street restoration work, and

WHEREAS the City's Engineering Department solicited proposals from professional engineering firms for construction administration and inspection services for the Burlington Street Reconstruction Project, and

WHEREAS on February 25, 2025, the Engineering Department received and reviewed the proposals, and it is their recommendation that City Council accept the proposal from GYMO, DPC,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the proposal received from GYMO, DPC for the fee of \$159,360.

BE IT FURTHER RESOLVED that acceptance of this bid is contingent upon the passing of the bond ordinance to finance a portion of the project, and

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

Seconded by _____

Res No. 9

March 3, 2025

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Readopting Fiscal Year 2024-25 through 2028-29 Capital Fund Budget – Property Acquisition

The City of Watertown has identified the need for additional storage and operational space for the Department of Public Works (DPW), Parks and Recreation, and City Electric. Currently, Public Works and Parks and Recreation rent winter storage space for essential equipment, incurring ongoing rental costs.

The property located at 424 Rear Vanduzee Street and 424A Vanduzee Street (the “Vanduzee Building”) has been identified as a suitable facility to consolidate municipal storage needs. In addition to reducing rental expenses, this facility will also provide necessary swing space for DPW operations while renovations are completed at the Newell Street facility, ensuring continuity of services.

Prior to considering approving the purchase agreement and bond ordinance City Council should add this project to its capital plan. Accordingly, a capital budget readoption resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Readopting Fiscal Years 2024-25 through
2028-29 Capital Fund Budget – Property
Acquisition

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown has identified the need for additional storage and operational space for the Department of Public Works (DPW), Parks and Recreation, and City Electric, and

WHEREAS currently Public Works and Parks and Recreation rent winter storage space for essential equipment, incurring ongoing rental costs, and

WHEREAS the property located at 424 Rear Vanduzee Street and 424A Vanduzee Street (the “Vanduzee Building”) has been identified as a suitable facility to consolidate municipal storage needs,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2024-25 through 2028-29 Capital Budget to add the property acquisition project at an estimated cost of \$825,000.

Seconded by _____

**FISCAL YEAR 2024-2025
CAPITAL BUDGET
FACILITY IMPROVEMENTS
PROPERTY ACQUISITION**

PROJECT DESCRIPTION	COST
<p>Property Acquisition – 424 Rear and 424A Vanduzee Street</p> <p>This request is to acquire property which will provide additional storage and operational space for the Department of Public Works (DPW), Parks and Recreation, and City Electric. Currently, Public Works and Parks and Recreation rent winter storage space for essential equipment, incurring ongoing rental costs. The property located at 424 Rear Vanduzee Street and 424A Vanduzee Street (the “Vanduzee Building”) has been identified as a suitable facility to consolidate municipal storage needs. In addition to reducing rental expenses, this facility will also provide necessary swing space for DPW operations while renovations are completed at the Newell Street facility, ensuring continuity of services.</p> <div data-bbox="449 793 943 1444" data-label="Image"> </div> <div data-bbox="406 1459 987 1831" data-label="Image"> </div> <p>Funding to support this project will be from a 15-year serial bond with Fiscal Year 2025-26 debt service of \$85,938.</p>	<p>\$825,000</p>
TOTAL	\$825,000

March 3, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Approving Real Property Purchase Agreement with Sandgate, LLC for 424 Rear Vanduzee Street and 424A Vanduzee Street, Identified as Tax Parcel Nos. 1-18-102.004 and 1-18-102.003

The City of Watertown has identified the need for additional storage and operational space for the Department of Public Works (DPW), Parks and Recreation, and City Electric. Currently, Public Works and Parks and Recreation rent winter storage space for essential equipment, incurring ongoing rental costs.

The property located at 424 Rear Vanduzee Street and 424A Vanduzee Street (the “Vanduzee Building”) has been identified as a suitable facility to consolidate municipal storage needs. In addition to reducing rental expenses, this facility will also provide necessary swing space for DPW operations while renovations are completed at the Newell Street facility, ensuring continuity of services. This property is contiguous to city owned property at this site.

The seller has agreed to sell the property for \$725,000, and a Real Property Purchase Agreement has been attached and made part of the proposed resolution to facilitate the transaction. The City conducted preliminary evaluations and determined that the facility meets the space and operational requirements of DPW, Parks and Recreation, and City Electric.

To finance the purchase of the Vanduzee Building, the City will need to adopt a bond ordinance. The approval of the purchase is contingent upon the adoption of this bond ordinance, which will provide the necessary funding for the acquisition.

A resolution approving the Real Property Purchase Agreement of 424 Rear Vanduzee Street and 424A Vanduzee Street for \$725,000 is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Real Property Purchase Agreement with Sandgate, LLC for 424 Rear Vanduzee Street and 424A Vanduzee Street, Identified As Tax Parcel Nos. 1-18-102.004 and 1-18-102.003

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS, the City of Watertown recognizes the need for adequate storage and operational space for the Department of Public Works (DPW), Parks and Recreation, and City Electric, and

WHEREAS, the City currently rents winter storage space for essential equipment used by Public Works and Parks and Recreation, incurring ongoing rental costs, and

WHEREAS, the property located at 424 Rear Vanduzee Street and 424A Vanduzee Street (hereinafter referred to as “the Vanduzee Building”) has been identified as a suitable facility to consolidate municipal storage and operations, and

WHEREAS, the acquisition of this property will not only eliminate the need for rental storage but also provide necessary swing space while renovations are completed at the DPW’s Newall Street facility, ensuring continuity of operations, and

WHEREAS, Sandgate, LLC has agreed to sell the property for \$725,000, and a Real Property Purchase Agreement has been drafted to facilitate the transaction, and

WHEREAS, the purchase of the Vanduzee Building is in the best interest of the City, its departments, and its residents by improving efficiency and reducing long-term costs,

NOW THEREFORE BE IT RESOLVED that City Council hereby approves the Real Property Purchase Agreement with Sandgate, LLC, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that this purchase is contingent upon the adoption of a bond ordinance to finance the acquisition of the property, and

BE IT FURTHER RESOLVED that the Mayor or their designee is hereby authorized to take all necessary actions, including executing the Real Property Purchase Agreement and any other required documents necessary to transfer the property.

Seconded by _____

REAL PROPERTY PURCHASE AGREEMENT

THIS REAL PROPERTY PURCHASE AGREEMENT ("Agreement"), made this _____ day of _____ 2025 (the "Effective Date"), between SANDGATE LLC, a New York limited liability company with an address of 15136 Valley Drive, Clayton, New York 13624 (the "Seller"), and THE CITY OF WATERTOWN, a municipal corporation with an address of 245 Washington Street, Suite 302, Watertown, New York 13601 (the "Buyer"). Seller and Buyer may be referred to as "party" or together as "parties".

W I T N E S S E T H:

1. Real Property and Improvements. The premises herein to be conveyed consists of certain real property located at 424 Rear Vanduzee Street and 424A Vanduzee Street, in the City of Watertown, County of Jefferson and State of New York, and more particularly identified as Jefferson County Tax Map Nos. 1-18-102.004 and 1-18-102.003, respectively (the "Property"). The Property shall include (i) all improvements on the Property, (ii) the land, if any, lying in the bed of any street, road or avenue, opened or proposed, adjoining any part of the Property to the center line thereof, (iii) Seller's right to any unpaid award for damages to the Property by reason of any change of grade in any street, road or avenue; and (iv) Seller's interest, if any, in all warranties and guaranties relating to the Property and/or the improvements thereon, to the extent same are assignable.

2. Purchase Price. The purchase price for the Property shall be the sum of Seven Hundred Twenty-Five Thousand and 00/100 Dollars (\$725,000.00) (the "Purchase Price"), which sum shall be due and payable in full by cash, certified check, title company check or wire transfer of immediately available funds at Closing.

3. Closing. The Closing is to take place at the office of the Buyer's attorney or at such other location mutually agreed upon by the Buyer and Seller, or by mail in escrow, on or about thirty (30) days following the expiration of the Due Diligence Period (hereinafter defined) (the "Closing Date"), unless otherwise mutually agreed upon by the parties, at which time Seller shall deliver to Buyer a Bargain & Sale Deed with Covenant Against Grantor's Acts (the "Deed") in form reasonably acceptable to Buyer.

4. Access to Property; Approvals and Inspections. Seller grants Buyer and its duly authorized agents and employees permission to enter upon the Property to make such inspections, surveys, tests, including environmental assessments, and measurements as Buyer shall deem necessary. Buyer shall defend, indemnify and hold Seller harmless against all claims, damages, costs, expenses and liability caused by or resulting from Buyer's entry on the Property. Buyer will pursue all necessary final, irrevocable and unconditional permits, approvals, and authorizations (the "Approvals") from all applicable authorities which are necessary, in Buyer's sole discretion, for Buyer's intended use of the Property. Seller agrees to reasonably cooperate, at no expense to Seller, with Buyer in obtaining the said Approvals and to execute any documents with respect thereto, and further agrees that the applications for the Approvals may be brought in Seller's or Buyer's name as such action may be necessary. The Buyer, prior to performing any surveys, tests, inspections, investigations studies or development, shall obtain, or cause its contractors who are

accessing the Property, to obtain, and keep in force and effect insurance in an amount sufficient to cover the indemnity obligation identified in this Section. Upon request, Buyer will provide a certificate evidencing such insurance and naming Seller as an additional insured and upon request, shall obtain certificates of insurance from any consultants and/or contractors performing any inspections of the Property naming Seller as an additional insured. Notwithstanding the foregoing, Notwithstanding the foregoing, Buyer shall have the right to self-insure to fulfill its insurance obligations hereunder.

5. Due Diligence.

(a) To the extent that Seller has any of the following items in its possession relating to the Property, Seller shall, within ten (10) days from the Effective Date, deliver copies of such items to Buyer: (i) all studies, reports, building plans, environmental materials and reports, leases, licenses, occupancy agreements, site inspection reports, any warranties or guaranties relating to the Property, and any other documents relating to the Property; and (ii) the current deed, survey, abstracts of title and any title insurance policies covering the Property (collectively, the "Seller Deliverables"). During the Due Diligence Period, Seller shall make available its records and promptly provide such further information or documentation requested by Buyer and available to Seller.

(b) If for any reason whatsoever, Buyer is dissatisfied with the Property as a result of the investigations or pursuit of Approvals permitted by Section 4 of this Agreement, its review of the Seller Deliverables, or for any reason or no reason at all, within thirty (30) days of the Effective Date (the "Due Diligence Period"), Buyer shall have no obligation to close on the purchase of the Property and Buyer may terminate this Agreement upon notice to Seller.

(c) If Buyer terminates this Agreement during the Due Diligence Period, Buyer shall return the Seller Deliverables to Seller and upon the return of the same, this Agreement shall terminate and neither Party shall have any further rights or liability under this Agreement.

6. Title Review.

(a) Subject to the provisions herein, Seller agrees to cause the delivery of fee simple title to the Property. free and clear of all easements, covenants, restrictions, security interests, and other matters affecting title, with the exception of the Permitted Title Exceptions (hereinafter defined).

(b) Buyer shall order from a title company of its choice (the "Title Company"), at Buyer's sole cost and expense, a commitment for title insurance which covers the Property (the "Title Commitment") within five (5) days of the Effective Date. At its sole cost and expense, Buyer may also order a survey of the Property (the "Survey" and together with the Title Commitment, the "Title Documents"). Should Buyer not obtain an updated survey of the Property, Seller agrees to provide at Closing, to the extent accurate, an affidavit of no change with respect to any existing survey of the Property. Buyer shall provide written notice (the "Title Notice") to Seller of any matters shown by the Title Documents which are not satisfactory to Buyer within ten (10) days of its receipt of the Title Documents. Seller shall then have five (5) days to notify Buyer whether Seller elects to cure, or otherwise promise to cure at Closing such matters raised in the

Title Notice (the "Title Notice Period"). The foregoing notwithstanding, Seller shall be obligated to pay off at Closing any mortgages, deeds of trusts and other liens or judgments affecting the Property which may be cured or removed by the payment of money. Seller shall have the right to pay off any such mortgages, deeds of trust or liens on the Closing Date out of the Purchase Price then payable. All matters shown in the Title Commitment and/or on the Survey with respect to which Buyer fails to give a Title Notice shall be deemed to be approved by Buyer as Permitted Title Exceptions. Should Seller elect not to cure such title objections raised by Buyer in the Title Notice, Buyer may either: (i) take such title to the Property as Seller can convey; or (ii) terminate Buyer's obligations under this Agreement. If Buyer terminates its obligations pursuant to clause (ii), there shall be no further liability or obligation on the part of the Buyer or Seller, except that Buyer shall return the Seller Deliverables to Seller. Thereafter, this Agreement shall terminate and neither party shall have any further rights or liability hereunder.

(c) Any new matters affecting title to the Property first arising after the date of the Title Commitment ("New Title Matters") shall be Permitted Title Exceptions if, but only if, Buyer fails to object to the same by written notice given to Seller within three (3) business days (but in any event prior to Closing) after Buyer first becomes aware of the same. If Buyer timely objects to any New Title Matter, the foregoing provisions shall apply with respect to such New Title Matters.

(d) Notwithstanding the foregoing, Buyer expressly agrees to take title to the Property subject to those (i) zoning ordinances, utility easements and restrictions of record on the Property, provided that there are no violations thereof and provided the same do not impact Buyer's intended use of the Property; (ii) taxes and assessments, both general and special, which are not then due and payable (the "Permitted Title Exceptions").

7. Buyer Conditions. Buyer's obligation to complete Closing under this Agreement shall be further conditioned upon the following:

(a) Title being acceptable to Buyer and Buyer's Title Company as described in Section 7 above.

(b) Approval by the Watertown City Council (i) to acquire the Property in accordance with the terms of this Agreement; and (ii) of a bond ordinance to finance the purchase of the Property;

(c) Seller having completed the following repairs within the improvements at the Property to the reasonable satisfaction of Buyer:

- (i) Replace the broken window to match the existing surrounding windows;
- (ii) Remove interior light timber frame walls in their entirety;
- (iii) Repair and repoint the masonry at the overhead door opening; and

- (iv) Apply an intumescent paint coating to the exposed foam insulation ceiling. This coating shall meet NFPA 286, FM 4880, UL 1040 or UL 1715.

(d) Buyer not having terminated this Agreement prior to the expiration of the Due Diligence Period.

- (e) Any existing tenants of the Property vacating the Property prior to Closing.

8. Covenants of Seller. From the Effective Date and until the Closing or earlier termination of this Agreement:

(a) Seller shall (a) operate and maintain the Property in accordance with normal maintenance and management practices historically practiced by Seller, and (b) except for those repairs listed in Section 7(c) above, not make any material alterations or changes to the Property without Buyer's consent.

(b) Seller shall not sell, transfer, convey or encumber, or cause or permit to be sold, transferred, conveyed, or encumbered, the Property, or any part thereof or interest therein.

(c) Seller shall not enter into any new agreements or material modifications, renewals or terminations of any existing agreements that would impose any obligations on Buyer or on the Property after Closing, without the written consent of Buyer, which consent may be granted or denied in Buyer's sole discretion.

(d) Seller shall promptly notify Buyer in writing of any litigation or governmental proceeding to which Seller becomes a party or which affects the Property or any part thereof.

(e) The Property shall be in substantially the same condition on the Closing Date as on the date hereof, save and except for reasonable and ordinary wear and tear from normal use and as otherwise set forth herein.

(f) Until the earlier of the Closing or the termination of this Agreement, Seller agrees that Seller shall: (i) not do anything that would impair or modify the status of title; (ii) not directly or indirectly, through any officer, director, partner, agent or otherwise (x) solicit, entertain or accept any third-party offer or proposal to purchase the Property, or (y) participate in any discussions or negotiations regarding, or furnish any information to any person, entity or authority, with respect to, the disposition of the Property (in furtherance of the foregoing, Seller hereby agrees that, during the term of this Agreement, Buyer shall have the exclusive right to negotiate with Seller for the purchase of the Property); and (iii) remain liable for injuries to persons and damages to property occurring at the Property (except as may be caused by Buyer in the exercise of its rights hereunder) until the Closing. Subparagraph (iii) of this subsection shall survive Closing or earlier termination of this Agreement.

9. Representations and Warranties. Seller makes the representations and warranties to Buyer (which are and shall be true, correct and complete both at and as of the date of this

Agreement and at, through and until the Closing) as set forth below. Seller's representations and warranties shall survive Closing for a period of one (1) year.

(a) Seller represents and warrants to Buyer that Seller has taken all necessary action to authorize the execution, delivery and performance of this Agreement and has the power, authority, and ability to execute, deliver and perform this Agreement and the transaction contemplated hereby. This Agreement and all obligations of Seller hereunder are the legal, valid and binding obligations of Seller, enforceable in accordance with the terms of this Agreement, except as such enforcement may be limited by bankruptcy, insolvency, reorganization or other similar laws affecting the enforcement of creditors' rights generally and by general principles of equity (regardless of whether such enforceability is considered in a proceeding in equity or at law).

(b) The execution and delivery of this Agreement and related documents required hereunder and the performance of its obligations hereunder by Seller will not conflict with any provision of any law or regulation to which Seller is subject or any agreement or instrument to which Seller is a party or by which it is bound or any order or decree applicable to Seller, and will not result in the creation or imposition of any lien on any of Seller's assets or property which would materially and adversely affect the ability of Seller to carry out the terms of this Agreement.

(c) Seller owns the Property in fee simple absolute and has the power to convey title to the Property in accordance with the terms and conditions of this Agreement.

(d) No person or entity has any option to lease or purchase all or any portion of the Property or any interest or rights therein; no person or entity has any right of first refusal or similar right to lease or purchase all or any portion of the Property; there are no leases, licenses or occupancy agreements affecting the Property which will be in effect following the date of Closing.

(e) No portion of the Property is in violation of any law, ordinance or regulation of any governmental authority ("Violation"), and there are no presently outstanding and uncured notices of Violations.

(f) As of the date hereof, Seller represents that no condemnation or eminent domain proceedings are pending or to Seller's knowledge threatened against the Property or any part thereof.

(g) As of the date hereof, Seller represents that Seller has not received (i) a notice of any investigation of the Property or any potential liability of the Seller relative to any environmental condition or (ii) a notice of any condemnation proceeding or other proceeding in the nature of eminent domain in connection with the Property.

(h) To the best of Seller's knowledge, no Hazardous Substances (as hereinafter defined) have been released, treated, stored or disposed of, or otherwise deposited in or on, or migrated to, the Property, including without limitation of the generality of the foregoing, the surface waters and subsurface waters of the Property and the Property and all activities and conditions at the Property are in compliance with all applicable federal, state and local environmental statutes, ordinances, regulations, orders and requirements of common law. As used herein, "Hazardous Substances" shall mean any hazardous materials, hazardous waste, hazardous

and toxic substances, pollutants, and contaminants, as those terms are defined by any applicable local, state or federal environmental laws.

(i) As of the date hereof, there are no liens, special assessments, charges, or payback agreements which are or may become a lien against the Property. The Property is not subject to any special assessments, whether or not it constitutes a lien on the Property, and Seller has no knowledge of any pending or threatened special assessments or reassessments of the Property.

(j) As of the date hereof, there is no litigation, reassessment, tax proceeding, zoning code violations, or other proceedings pending or to Seller's knowledge, contemplated against the Property.

(k) No portion of the Property is the subject of any abatement, reduction, deferral or "roll back" with regard to real estate taxes, nor any other agreement or arrangement whereby the Property may be subject to the imposition of real estate taxes after the date of Closing on account of periods of time prior to the date of Closing.

Seller shall indemnify, defend, and hold Buyer absolutely harmless from and against any and all claims, demands, actions, suits, judgments, liabilities, damages, costs and expenses, including reasonable attorneys' fees related to, arising from, in connection with, directly or indirectly, any breach or inaccuracy of the representations, warranties, or covenants set forth in this Agreement.

10. Representations of Buyer. Buyer represents and warrants to Seller that Buyer has, or will have taken all necessary action to authorize the execution, delivery and performance of this Agreement and has the power, authority, and ability to execute, deliver and perform this Agreement and the transaction contemplated hereby, subject to the requisite approvals identified in Section 7 herein. This Agreement and all obligations of Buyer hereunder are the legal, valid and binding obligations of Buyer, enforceable in accordance with the terms of this Agreement, except as such enforcement may be limited by bankruptcy, insolvency, reorganization or other similar laws affecting the enforcement of creditors' rights generally and by general principles of equity (regardless of whether such enforceability is considered in a proceeding in equity or at law). The representations and warranties of Buyer set forth in this Section 10 are made as of the date of this Agreement and are restated as of the Closing.

11. Possession. Possession is to be given to the Buyer on the date of Closing free of any claims, rights or possession by any other party.

12. Apportionments. All real property taxes or payments in lieu thereof, water charges, sewer rents and assessments and any other governmental taxes, if any, which are due and payable as of the date of Closing or otherwise in connection with any services provided prior to the date of Closing shall be paid by Seller on or before the Closing. Seller shall receive a credit in the amount of any such taxes or payments in lieu thereof or other charges paid by Seller that relate to the period from and after the date of Closing. Real property taxes and any other charges not yet due and payable for the fiscal period in which the Closing occurs shall be prorated on the basis of the most recent assessment and levy. Seller shall obtain readings of the water and other utility meters

servicing the Property which accounts will transfer to Buyer at Closing, no sooner than two (2) business days prior to the date of Closing and no later than the date of Closing.

13. Closing Costs. The Seller shall pay for the cost of drafting and recording of any title corrective instruments, any transfer taxes, the cost to file form TP-584, and any other customary charges paid by sellers in connection with Closing except as otherwise set forth herein. Buyer shall pay all fees in connection with the recording of the Deed including the filing fee for the RP-5217, the cost to order the Title Documents and any title insurance premium. Each party will bear its own costs (including attorneys' fees) in preparing for Closing.

14. Items to be Delivered at Closing.

(a) By Seller. At Closing, Seller shall deliver to Buyer the following, executed by Seller, except as otherwise noted, and notarized where applicable:

- (i) The Deed;
- (ii) A Combined Real Property Transfer Gains Tax Affidavit, Real Estate Transfer Tax Return, and Credit Line Mortgage Certificate (TP-584);
- (iii) A State Board of Equalization and Assessment Real Property Transfer Report (RP-5217);
- (iv) An assignment of Seller's right, title and interest in and to any existing warranties and/or guaranties covering any improvements constituting a part of the Property ("Assignment of Warranties");
- (v) A certificate with respect to Section 1445(a) of the Internal Revenue Code of 1986, as amended, relating to the Foreign Investors Real Property Tax Act;
- (vi) Seller's affidavit or similar certification as may be reasonably and customarily required by the Title Company to issue Buyer a title insurance policy in accordance with Section 7;
- (vii) A closing statement in form reasonably acceptable to Buyer and Seller (the "Closing Statement");
- (viii) Any other title assurances and materials as shall be properly and reasonably required by Buyer, Buyer's Title Company and/or Buyer's attorney; and
- (ix) All other documents required by this Agreement to effectuate the terms and conditions hereof.

(b) By Buyer. At Closing, Buyer shall deliver to Seller the following, executed by Buyer:

- (i) The balance of the Purchase Price;

(ii) Counterparts of the Assignment of Warranties and Closing Statement; and

(iii) All other documents required by this Agreement to effectuate the terms and conditions hereof.

15. Force Majeure. In the event either Seller or Buyer shall be delayed, hindered or prevented from performance by reason of non-performance or a breach by the other party, a pandemic and associated government directed shutdown, natural disaster, strikes, lockouts, labor trouble, governmental authority, riots, insurrections, war or other reasons of like nature, where such delay, hindrance or prevention of performance shall not be within the reasonable control of the party obligated to perform, the party so delayed, hindered or prevented from performing shall be excused for such period of delay. This Section does not exclude the recovery of damages for delay by either party under other provisions in this Agreement.

16. Casualty. If any of the improvements are damaged by casualty prior to the Closing, Buyer shall have the option, in Buyer's sole and absolute discretion, to elect either to: (i) acquire the Property as is (without reduction in the Purchase Price), plus an assignment from Seller without recourse or credit of any insurance proceeds payable by virtue of such loss or damage, plus a credit for any deductible under said policy and a credit for any uninsured loss; or (ii) terminate this Agreement. Such right must be exercised within thirty (30) days from the earlier of the date Seller provides Buyer with notice of the loss of the event giving rise to such right or the date of Buyer's knowledge of the casualty. If Buyer fails to provide notice of an election, then Buyer shall have been deemed to elect (ii) above.

17. Condemnation. In the event of the taking of all or any part of the Property by eminent domain proceedings that would have a material impact on the Buyer's intended use of the Property, or by the commencement or threat of any such proceedings prior to the Closing, Buyer shall have the right, at Buyer's option, to terminate this Agreement. If Buyer does not so terminate this Agreement, the Purchase Price for the Property shall be reduced by the total of any awards or other proceeds received by the Seller with respect to the taking, and at Closing, Seller shall assign to Buyer any rights of Seller in and to any awards or other proceeds not yet received by the Seller with respect to the taking prior to Closing.

18. Brokers. Seller and Buyer warrant and represent to each other that no broker or agent was instrumental in bringing about this Agreement. Seller agrees to pay any commissions to the Brokers pursuant to the terms of a separate agreement. Buyer and Seller shall indemnify the other for a breach of the foregoing representations by such party. This Section shall survive the Closing.

19. Notices. Wherever any notice or other communication is required or permitted hereunder, such notice or other communication shall be in writing and shall be delivered by hand, by nationally-recognized overnight express delivery, by U.S. registered or certified mail, return receipt requested, postage prepaid, or by confirmed facsimile transmission or by scanning and emailing, to the addresses set forth below or at such other addresses as are specified by written notice delivered in accordance herewith. Notice shall be deemed given upon the date that the party actually received such written notice, and the date of postmark of any return receipt indicating the

date of delivery of such notice to the addressee shall be conclusive evidence of such receipt. Any notice given by or to the attorneys for the parties shall be deemed properly given if given in accordance with the requirements of this Section 18:

If to Buyer:

THE CITY OF WATERTOWN
245 Washington Street
Suite 302
Watertown, New York 13601
Email:

with a copy to:

Bond, Schoeneck & King, PLLC
110 W. Fayette Street
One Lincoln Center
Syracuse, NY 13202
Attention: Kristen Smith; Amy Rhinehardt
Email: ksmith@bsk.com; arhinehardt@bsk.com

If to Seller:

SANDGATE LLC
[_____

_____]]
Email: [_____]

with a copy to:

[_____

_____]]
Email: [_____]

20. Default. If Buyer breaches any material covenants or other obligations of Buyer contained in this Agreement, Seller shall be entitled to receive reimbursement by Buyer of out-of-pocket expenses incurred by Seller and paid to third parties in connection with Seller's proposed sale of the Property as evidenced by copies of true and correct invoices for such expenses, as full and liquidated damages hereunder (and not as a penalty or forfeiture) as its sole and exclusive remedy, and thereafter neither party will have any further liability to the other, except for those provisions that survive termination of this Agreement. The parties agree that this is a reasonable sum considering all circumstances existing on the date hereof, including the relationship of the

sum to the range of harm to Seller that reasonably could be anticipated, and the anticipation that proving actual damages would be costly, impractical and extremely difficult.

If Seller breaches any of its covenants or obligations of Seller contained in this Agreement or any representation or warranty made by Seller in this Agreement is untrue or false in any material respect, Buyer shall be entitled to do one (but only one) of the following, as its sole and exclusive remedy:

(a) Close the transaction contemplated by this Agreement, thereby waiving such breach, default, or failure; or

(b) Terminate this Agreement and receive reimbursement by Seller of out-of-pocket expenses incurred by Buyer and paid to third parties in connection with Buyer's proposed purchase of the Property (e.g., environmental inspection costs, appraisals, Buyer's reasonable attorneys' fees), as evidenced by copies of true and correct invoices for such expenses; or

(c) Specifically enforce this Agreement.

21. Entire Agreement. This Agreement constitutes the entire agreement between Seller and Buyer, and there are no other covenants, agreements, promises, terms, provisions, conditions, undertakings, either oral or written, between them concerning the Property other than those herein set forth. No subsequent alteration, amendment, change, deletion or addition to the Agreement shall be binding upon Seller or Buyer unless in writing and signed by both Seller and Buyer.

22. Choice of Laws. This Agreement shall be governed by the laws of the State of New York and the laws of the United States pertaining to transactions in the State of New York.

23. Counterparts. This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one (1) agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. A signature hereon, may be sent by facsimile and a signature hereon sent as a PDF attachment sent by e-mail shall be deemed an original for all purposes.

24. Deadlines. If the final date of any period which is set out in any provision of this Agreement falls on a Saturday, Sunday or legal holiday under the laws of the United States or the State of New York, then, in such event, the time of such period shall be extended to the next day which is not a Saturday, Sunday or legal holiday.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have hereunto executed this Agreement.

Dated: _____, 2025

SELLER:

SANDGATE LLC

By: _____

Name:

Title:

Dated: _____, 2025

BUYER:

THE CITY OF WATERTOWN

By: _____

Name: Eric Wagenaar

Title: City Manager

March 3, 2025

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Authorizing City of Watertown to Participate in the New York State Lead Rental Registry Program In Conjunction with Jefferson County

The Jefferson County Department of Public Health has expressed their desire to team with the City of Watertown for the mandatory New York State Lead Rental Registry. On February 4, 2025, the Jefferson County Legislature approved a resolution (attached) to execute an agreement with the City of Watertown not to exceed the term of the funding period ending March 31, 2029.

Attached for City Council consideration is a resolution approving the City of Watertown's participation in this program and authorizes City staff to begin developing a process to manage this program through the City's Code Enforcement Office. This will include the scope of work for both Jefferson County and the City of Watertown, staffing and equipment requirements, and program timelines. All funding for this program is provided through a New York State Grant. Once this process is fully developed and approved, a formal agreement with Jefferson County will be presented to Council for consideration prior to being executed.

RESOLUTION

Page 1 of 1

Authorizing City of Watertown to Participate in the New York State Lead Rental Registry Program in Conjunction with Jefferson County

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS, per New York State Public Health Law Section 1377, a Lead Rental Registry Program must be established by local health departments in 25 communities of concern having the highest numbers of childhood lead poisonings and older rental properties, which may expose families to dangerous lead levels from peeling and chipping lead paint and dust, and

WHEREAS, the Program requires landlords in communities of concern to remove sources of lead exposure in pre-1980 rental units, and

WHEREAS, the City of Watertown is identified as a community of concern, and

WHEREAS, Jefferson County accepted a grant from totally \$554,200 in annual funding for the period April 1, 2024 through March 31, 2029 to address lead exposure concerns in pre-1980 rental units in the City of Watertown, and

WHEREAS, Jefferson County would like a portion of funds to be passed through to the City of Watertown to support the establishment and operation of the Lead Rental Registry Program inspection components through its Codes Enforcement Office,

NOW THEREFORE BE IT RESOLVED the City Council of the City of Watertown agrees to collaboratively operate the Lead Rental Registry Program alongside Jefferson County Public Health Service, and

BE IT FURTHER RESOLVED the City Council authorizes City Staff to begin developing a process for the management of this program through the City of Watertown Code Enforcement Office.

Seconded by _____

JEFFERSON COUNTY BOARD OF LEGISLATORS

Resolution No. 59

Authorizing an Agreement with the City of Watertown, Establishing a Public Health Specialist Position, and Amending the 2025 County Budget in Relation to the New York State Department of Health Lead Rental Registry Grant Program

By Legislator: Tina M. Bartlett-Bearup

Whereas, Per New York State Public Health Law Section 1377, a Lead Rental Registry Program must be established by local health departments in 25 communities of concern having the highest numbers of childhood lead poisonings and older rental properties, which may expose families to dangerous lead levels from peeling and chipping lead paint and dust, and

Whereas, The Program requires landlords in communities of concern to remove sources of lead exposure in pre-1980 rental units, and

Whereas, The City of Watertown is identified as a community of concern, and

Whereas, By Resolution 336 of 2024 Jefferson County accepted a grant and authorized an agreement with the New York State Department of Health Lead Rental Registry Program for \$554,200 in annual funding for the period April 1, 2024 through March 31, 2029 to address lead exposure concerns in pre-1980 rental units in the City of Watertown, and

Whereas, The Jefferson County Public Health Service and the City of Watertown will collaboratively operate the Lead Rental Registry Program, and

Whereas, The Director of Public Health has recommended the funding be used to create one full-time Public Health Specialist position and associated fringe, as well as contractual expenses to support establishment and operation of the Lead Rental Registry Program administrative and quality assurance components, and

Whereas, The remainder of funds will be passed through to the City of Watertown to support establishment and operation of the Lead Rental Registry Program inspection components through its Codes Enforcement Department.

Now, Therefore, Be It Resolved, That the Board of Legislators concurs with the recommendation to create Position No. 4055001 in the Public Health budget of Public Health Specialist and that should the funding expire, the position will be abolished, be it further

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute an agreement with the City of Watertown, not to exceed the term of the funding period ending March 31, 2029, with approval of the County Attorney as to form and content, be it further

Resolved, That the 2025 County Budget is hereby amended as follows:

Increase:

Revenue

01405000 93452	St Aid PH Other (Grants)	\$969,850
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Expenses

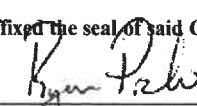
01405500 01100	Personal Services	\$ 58,360
01405500 04313	Travel	2,670
01405500 04416	Professional Fees	864,510
01405500 04613	Training	4,000
01405500 08010	State Retirement	8,655
01405500 08020	Health Benefits	25,935
01405500 08030	Social Security	4,465
01405500 08040	Workers Comp	1,255

Seconded by Legislator: Robert W. Cantwell, III

State of New York)
County of Jefferson) ss.:

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. 59 of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the 4th day of February, 20 25 and that the same is a true and correct copy of such Resolution and the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this 5th day of February, 20 25.


Clerk of the Board of Legislators

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Included in tonight's agenda was a resolution to accept the bid submitted by Powis Contracting to reconstruct Burlington Street in the amount of \$2,143,024, as well as a resolution to have Aubertine & Currier provide construction inspection services in the amount of \$159,360.

A summary of project costs is as follows:

Design – Aubertine & Currier		
Original agreement	\$170,500	
Supplemental #1	<u>3,600</u>	\$ 174,100
Construction – Powis Contracting		
Bid amount		2,143,024
Construction Inspection Services- GYMO, DPC		
Original agreement		159,360
Bonding Fees, Contingency and Miscellaneous Costs	<u>123,516</u>	
Total Project	<u>\$ 2,600,000</u>	
Funding Sources for the Project:		
American Rescue Plan Act (ARPA)		\$ 122,382
Community Development Block Grant		403,000
General Fund transfer		135
Sewer Fund transfer		267,622
NYS Touring Route Funds		1,592,438
Bonding for Water Fund and Contingency	<u>214,414</u>	
Total Sources	<u>\$ 2,600,000</u>	

A bond ordinance has been prepared for City Council consideration to finance the Water Fund portion of the project, as well as provide funding for any change orders that may be incurred.

ORDINANCE

Page 1 of 7

An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, on March 3, 2025, at 7:00 o'clock P.M., Eastern Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following ordinance was offered by Councilperson _____, who moved its adoption, seconded by Councilperson _____, to wit:

BOND ORDINANCE DATED MARCH 3, 2025.

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$2,600,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF THE RECONSTRUCTION OF BURLINGTON STREET, IN AND FOR SAID CITY.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of Watertown, Jefferson County, New York (the "City"), as follows:

Section 1. For the specific object or purpose of paying the cost of the reconstruction of Burlington Street, including street repaving, sidewalks, curbs,

ORDINANCE

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An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

landscaping, related right-of-way improvements, and storm sewer, water main and sanitary sewer work along such streets and connecting streets, in and for the City, and incidental expenses in connection therewith, there are hereby authorized to be issued \$2,600,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$2,600,000 and that the plan for the financing thereof is by the issuance of the \$2,600,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided however, that the amount of bonds to be issued shall be reduced by the amount of any Federal, State or other grant funds received therefor, which is currently expected in the amount of \$2,385,586.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen years, pursuant to subdivision ninety-one of paragraph a of Section 11.00 of the Local Finance Law, as said class shall consist of objects or purposes with a period of probable usefulness of at least fifteen years under one or more of subdivisions 1, 3, 4 or 20 of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said City are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the

ORDINANCE

Page 3 of 7

An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the City Comptroller shall deem best for the interests of the City, including but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, the City Comptroller shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at the sole discretion of the City Comptroller, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this ordinance is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes without resorting to further action of the City Council.

ORDINANCE

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An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 13. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or

ORDINANCE

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An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

purpose described herein.

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the Watertown Daily Times, the official newspaper of the City, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by _____, seconded by _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

Council Member Robert O. Kimball	VOTING _____
Council Member Clifford G. Olney III	VOTING _____
Council Member Lisa A. Ruggiero	VOTING _____
Council Member Benjamin P. Shoen	VOTING _____
Mayor Sarah V.C. Pierce	VOTING _____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

March 3, 2025.

Mayor

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

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO
HEREBY CERTIFY:

ORDINANCE

Page 6 of 7

An Ordinance Authorizing the Issuance of \$2,600,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of the Reconstruction of Burlington Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on March 3, 2025, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that said meeting was (i) open to the general public pursuant to Section 103 of the Public Officers Law or (ii) conducted in conformance with Section 103-a of the Public Officers Law.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or other news media Date given

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Notice

Date of Posting

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on March _____, 2025.

City Clerk

(CORPORATE SEAL)

ORDINANCE

Page 7 of 7

An Ordinance Authorizing the Issuance of
\$2,600,000 Bonds of the City of Watertown,
Jefferson County, New York, To Pay the
Cost of the Reconstruction of Burlington
Street, in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Seconded by _____

Ordinance No. 2

March 3, 2025

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and the Reconstruction of and Other Improvements to said Building (\$100,000), in and for said City

Included in tonight's agenda was a resolution to authorize the purchase offer for 424 Rear and 424A Vanduzee Street. The recommended financing of the purchase is through the issuance of debt.

If the purchase agreement resolution was approved the following ordinance needs to also be considered to approve the financing for the purchase and related improvements.

ORDINANCE

Page 1 of 6

An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and Reconstruction Of and Other Improvements to said Building (\$100,000), in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on March 3, 2025, at 7:00 o'clock P.M., Eastern Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following ordinance was offered by _____, who moved its adoption, seconded by _____, to wit:

BOND ORDINANCE DATED MARCH 3, 2025.

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$825,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF THE ACQUISITION OF A BUILDING FOR CITY-PURPOSES (\$725,000) AND THE RECONSTRUCTION OF AND OTHER IMPROVEMENTS TO SAID BUILDING (\$100,000), IN AND FOR SAID CITY.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of Watertown, Jefferson County, New York (the "City"), as follows:

Section 1. For the purpose of paying the cost of the objects or purposes

ORDINANCE

Page 2 of 6

An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and Reconstruction Of and Other Improvements to said Building (\$100,000), in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

hereinafter set forth in this bond resolution, including, in each instance, incidental expenses in connection therewith, each of which is a capital purpose, there are hereby authorized to be issued \$825,000 bonds of the City, pursuant to the provisions of the Local Finance Law, apportioned among the specific objects or purposes and classes of objects or purposes set forth in Section 2 hereof in accordance with the estimated maximum cost of each as set forth in Section 2 hereof or as otherwise indicated in Section 2 hereof.

Section 2. The objects or purposes to be financed pursuant to this bond resolution are as follows:

- (a) The acquisition of a building for City purposes, including incidental expenses in connection therewith, in and for the City, a specific object or purpose, at an estimated maximum cost of \$725,000, with a period of probable usefulness of twenty-five years pursuant to subdivision eleven of paragraph a of Section 11.00 of the Local Finance Law, as the building to be acquired is a class "B" building; and
- (b) Reconstruction of and various improvements to said class "B" building described in paragraph (a) above, including incidental expenses in connection therewith, in and for the City, a specific object or purpose, at an estimated maximum cost of \$100,000, with a period of probable usefulness of fifteen years pursuant to subdivision twelve of paragraph a of Section 11.00 of the Local Finance Law.

Section 3. The plan of financing for each such specific object or purpose or class of objects or purposes is the issuance of the obligations authorized therefor, except as otherwise indicated in Section 2 hereof.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

ORDINANCE

Page 3 of 6

An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and Reconstruction Of and Other Improvements to said Building (\$100,000), in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Section 5. The faith and credit of said City are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and,

ORDINANCE

Page 4 of 6

An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and Reconstruction Of and Other Improvements to said Building (\$100,000), in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 9. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 11. This ordinance, which takes effect immediately, shall be published in summary in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by _____, seconded by _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

ORDINANCE

Page 5 of 6

An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and Reconstruction Of and Other Improvements to said Building (\$100,000), in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Council Member Robert O. Kimball
 Council Member Clifford G. Olney III
 Council Member Lisa A. Ruggiero
 Council Member Benjamin P. Shoen
 Mayor Sarah V.C. Pierce

VOTING _____
 VOTING _____
 VOTING _____
 VOTING _____
 VOTING _____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

March 3, 2025.

 Mayor

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

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO
 HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on March 3, 2025, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

I FURTHER CERTIFY that said meeting was (i) open to the general public pursuant to Section 103 of the Public Officers Law or (ii) conducted in conformance with Section 103-a of the Public Officers Law.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other

ORDINANCE

Page 6 of 6

An Ordinance Authorizing the Issuance of \$825,000 Bonds of the City of Watertown, Jefferson County, New York, to pay the Cost of the Acquisition of a Building for City-Purposes (\$725,000) and Reconstruction Of and Other Improvements to said Building (\$100,000), in and for said City

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

news media as follows:

Newspaper and/or other news media

Date given

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Notice

Date of Posting

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on March_____, 2025.

City Clerk

(CORPORATE SEAL)

Seconded by _____

February 12, 2025

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: A Local Law Amending Chapter 98 of the Code of the City of Watertown –
Brush, Grass and Weeds

At the last City Council Meeting, Council was presented with draft legislation regarding the inclusion of Pollinator Gardens in the Code of the City of Watertown.

Pollinator Gardens are intentionally planted gardens designed to support pollinating insects such as bees, butterflies, and other beneficial insects. By allowing pollinator gardens to grow longer and let flowers bloom, nectar and pollen become more available to help pollinators thrive throughout the spring/summer/fall. In urban areas, where flora resources are harder to find, this is especially important. These pollinator gardens would need to be registered with code enforcement and provisions, such as maintaining the margin and ensuring there is no encroachment onto the sidewalks, would still apply.

If City Council wishes to move forward with this proposed Local Law, a public hearing will need to be scheduled. Staff recommends that a public hearing be scheduled for 7:15 p.m. on Monday, March 17, 2025 to hear public input on the proposed legislation.

.

LOCAL LAW

Page 1 of 3

A Local Law amending Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C..

Total

YEA	NAY

Introduced by _____

A Local Law amending Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds.

WHEREAS, the New York Municipal Home Rule Law permits the adoption of local laws by a city in furtherance of the health, safety and welfare of the residents of the city, and

WHEREAS, Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds was adopted for the purpose of establishing exterior property (lawn and yard) maintenance standards, and

WHEREAS, there has been interest within the community to allow for pollinator gardens on private property within the City of Watertown, and

WHEREAS, by allowing lawns to grow longer and letting flowers bloom, nectar and pollen become more available to help pollinators thrive where flora resources are harder to find, especially in more urban areas,

WHEREAS, the City Council of the City of Watertown believes that it is in the best interests of the residents of the City of Watertown to update and amend Chapter 98 of the City Code to allow the growth of pollinator gardens, under certain guidelines,

NOW THEREFORE BE IT ENACTED that the City Council of the City of Watertown, New York, amends Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds to be as follows:

§ 98-1 Restrictions.

- A. Whenever in the City of Watertown there shall be growing on any property ragweed, poison ivy or other species of weed, plant or growth which is noxious or detrimental to the public health, or the seed, pollen or other emanation thereof, which, when carried through the air or otherwise dispersed, is noxious or detrimental to the public health, it shall be removed from said premises within five days after written notice is served on the owner, lessee, occupant or any person having control of said property by the Health Officer.

LOCAL LAW

Page 2 of 3

A Local Law amending Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C..

Total

YEA	NAY

- B. It shall be unlawful for any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant having control of any occupied or unoccupied lot or land or any part thereof in the City of Watertown, to permit or maintain on any such lot or land or on or along the sidewalk, street or alley adjacent to the same between the property line and the curb or for 10 feet outside the property line, if there is no curb, any growth of weeds, grass or other rank vegetation to a greater height than ten (10) inches on the average, or any accumulation of dead weeds, grass or brush.
- C. Pollinator Gardens: intentionally planted gardens designed to support pollinating insects such as bees, butterflies, and other beneficial insects. The Bureau of Code Enforcement is authorized and may, at its discretion, issue permits for pollinator gardens, on public or private property, for each calendar year.
1. Permit Standards.
 - a. Such gardens must be registered with the Bureau of Code Enforcement, providing a complete description and diagram, including the types of plants used, location of plantings and benefits to pollinators.
 - b. Registered pollinator gardens shall be exempt from the height restrictions in Chapter 98. Exceptions:
 1. As identified in Chapter 310-92 No structure, fence, landscaping barrier, or shrubbery (including pollinator plants) 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 the intersection of the two street lines to the points on such lines a distance of 40 feet from their intersection and a line connecting such points.
 2. The height restrictions of 10” (inches) (Chapter 98) shall be required within two (2) feet of any public sidewalk or public street, or a fence or landscaping barrier shall be provided which adequately prevents all portions of plants over 10” (inches) from encroaching over the public sidewalk or public street.

LOCAL LAW

Page 3 of 3

A Local Law amending Chapter 98 of the Code of the City of Watertown – Brush, Grass and Weeds

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C..

Total

YEA	NAY

- c. Pollinator Gardens shall not be permitted within the City Margin. No portion of the Pollinator Garden shall encroach on any public sidewalk or public street.
- d. Pollinator Gardens shall be cut to a height of 10” (inches) and all cut vegetation and debris removed from the property prior to November 1st each calendar year. Cut vegetation and debris is permitted to be placed in a composting facility Chapter 310-47.

§ 98-2 Removal required after notice.

Such weeds, grass or other rank vegetation or any accumulation of dead weeds, grass or brush shall be cut and removed or caused to be cut and removed from said premises by such persons as often as may be necessary to comply with this chapter within five days after written notice is served on the aforesaid persons by the Health Officer or Superintendent of the Public Works Department.

§ 98-3 Removal by City.

After the period specified, the Health Officer or the Superintendent of the Public Works Department shall have the authority to proceed to clear the property as specified in Chapter 172 of the City Code.

§ 98-4 Penalties for offenses.

In addition to any of the remedies provided for herein, any person, firm or corporation violating any provision of this chapter shall, upon conviction, be subject to a fine of not less than \$50 nor more than \$250 for a first offense; not less than \$100 nor more than \$250 for a second offense; and not less than \$200 nor more than \$250 for a third, or more, offenses, all within the same calendar year. Each day of continued violation is a separate and distinct offense.

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

Seconded by _____

March 3, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing the Display of the Pride Flag At City Hall in Recognition of Pride Month

On February 3, 2025, the City of Watertown's Flag Policy went into effect, establishing guidelines for the display of flags on City property. The policy allows the City Council to approve the requests for the temporary display of commemorative flags on the flagpole in front of City Hall.

The City has received a request from Cari G. Knight, President of NNY Pride, Inc. to hold a flag-raising ceremony on June 21, 2025, at 10:00 a.m. in front of City Hall in recognition of Pride Month. This ceremony serves as a visible symbol of inclusivity, diversity, and support for the LGBTQ+ community, reinforcing our City's commitment to equality and acceptance.

At the February 18, 2025 Council Meeting, this resolution was tabled to allow the City Attorney Kristen Smith to research the request. Attorney Smith has now provided the necessary information, and the Council may proceed with considering the resolution.

RESOLUTION

Page 1 of 1

Authorizing the Display of the Pride Flag
At City Hall in Recognition of Pride Month

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

WHEREAS, the City of Watertown has adopted a Flag Policy, effective February 3, 2025, to govern the display of flags on City property, and

WHEREAS, the City has received a request to display the Pride Flag in recognition of Pride Month, and

WHEREAS, in accordance with the Flag Policy, the City Council may authorize the temporary display of commemorative flags on the flagpole in front of City Hall, and

WHEREAS, the City Council supports the recognition of Pride Month as a time to celebrate diversity, promote inclusivity, and affirm the rights and dignity of the LGBTQ+ community, and

WHEREAS, the City Council desires to approve the request and authorize the display of the Pride Flag for a period of 24 hours,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the display of the Pride Flag in front of City Hall for 24 hours, commencing on June 21, 2025, in recognition of Pride Month, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is directed to ensure compliance with the City's Flag Policy and coordinate the proper display of the flag.

Seconded by Council Member Clifford G. Olney III

Old Business - Ordinance

March 3, 2025

To: The Honorable Mayor and City Council

From: Geoffrey Urda, Senior Planner

Subject: Amending City Municipal Code §310, Zoning

On February 21, 2023, the City Council adopted a new Zoning Ordinance for the City of Watertown. This represented the culmination of five years of planning efforts dating back to when work started on the City's Comprehensive Plan in 2018. The new ordinance replaced the previous 1959 Zoning in its entirety; creating new zoning districts and a new zoning map, as well as a use table and form-based dimensional regulations.

It has now been 24 months since the City Council adopted the new Zoning Ordinance, a large enough sample size of working with the new Ordinance to observe some necessary edits. In that time, Planning Staff has also received feedback and suggestions from the Planning Commission and Zoning Board of Appeals, two bodies that regularly work with the Code, as well as from applicants, including citizens, developers and professional engineering firms that have sought various approvals under the new Zoning. Staff's conclusion is that while most of the new Ordinance is functioning as intended, there are certain sections of the Code that would benefit from adjustments.

At the three Planning Commission meetings spanning from September to November 2024, Staff presented the Commission with a series of proposed Zoning amendments, aimed at resolving some of the inefficiencies and other issues identified in the new Zoning Ordinance. At each of the three meetings, Staff discussed each proposed amendment one-by-one, and the Planning Commission asked questions of Staff and provided feedback.

Based on these discussions with the Planning Commission and review with a land use attorney, Staff advanced the final Zoning Amendment Ordinance to the Planning Commission for formal recommendation to City Council at the Commission's February 4, 2025 meeting. The Planning Commission voted 6-0 to recommend that City Council approve the amendment.

Staff also referred the amendment to the Jefferson County Planning Board pursuant to Section 239-m of New York State General Municipal Law. The board adopted a motion at its February 25, 2025 meeting finding that the Zoning Amendment Ordinance had no countywide or intermunicipal issues and was of local concern only.

The City Council has scheduled a public hearing on the ordinance for 7:15 p.m. on Monday, March 3, 2025. Staff has also prepared a SEQRA resolution for City Council consideration at that meeting. The Council must hold the public hearing and adopt the SEQRA Resolution before voting on the Zoning Ordinance Amendment.

Copies of all Staff's reports to the Planning Commission on this topic, as well as excerpts from the minutes of all Planning Commission meetings where the amendment was discussed, are attached to this report.

ORDINANCE

Page 1 of 10

Amending City Municipal Code §310, Zoning

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

BE IT ORDAINED that the City Council of the City of Watertown hereby amends the City Municipal Code § 310, Zoning as follows, with **bold** text added and struck through text eliminated:

§ 310-18. Use Table

Districts	
D	Downtown
UMU	Urban Mixed Use
NMU	Neighborhood Mixed Use
C	Commercial
R	Residential
PC	Planned Campus
IND	Industrial
P&OS	Parks & Open Space
WFO	Waterfront Overlay (See Waterfront Overlay Use Table)
CCO	City Center Overlay – Ground Floor Residential Prohibited
	Outdoor Café, Accessory Patio is allowed with an Outdoor Dining Permit

	D	UMU	NMU	C	R	PC	IND	P&OS
Dwelling, Apartment Building/ Complex	S	S	S	S		S		

	D	UMU	NMU	C	R	PC	IND	P&OS
Off Street Parking Lot	DR S	DR S				DR S		

	D	UMU	NMU	C	R	PC	IND	P&OS
Home Occupation, Minor	P	P	P			P		

	W-D	W-UMU	W-NMU	W-R	W-P&OS
Dwelling, Apartment Building/ Complex	S	S	S		

	W-D	W-UMU	W-NMU	W-R	W-P&OS
Off Street Parking Lot	P S	P S	P S		P S

and,

ORDINANCE

Page 2 of 10

Amending City Municipal Code §310, Zoning

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

BE IT FURTHER ORDAINED that Chapter § 310 of the City Code of the City of Watertown is amended as follows, with **bold** text added and stuck through text eliminated:

§ 320-21. Form Based Dimensional Tables

Downtown (D):

7. Transparency

A.	Ground floor transparency, front façade (min.)	75% 50% (65% in City Center Overlay)
B.	Ground floor transparency, corner side façade (min.)	50% 40% (50% in City Center Overlay)
C.	Upper floor transparency, front and corner side façade (min.)	30% 20%

8. Pedestrian Access

B.	Functional entry spacing	30 feet max. 50 feet max
----	--------------------------	--

Urban Mixed Use (UMU):

7. Transparency

A.	Ground floor transparency, front façade (min.)	50% 40%
B.	Ground floor transparency, corner side façade (min.)	30% 25%

8. Pedestrian Access

C.	Functional entry spacing	30 feet max. 60 feet max.
----	--------------------------	---

10. Other Standards

~~max 12~~ Maximum 24 feet frontage unbuilt

Neighborhood Mixed Use (NMU):

7. Transparency

A.	Ground floor transparency, front façade (min.)	50% 30%
----	--	---------------------------

ORDINANCE

Page 3 of 10

Amending City Municipal Code §310, Zoning

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

10. Other Standards

~~max 25 feet frontage unbuilt~~ **max 50% of parcel frontage unbuilt unless the parcel is greater than 120 feet wide, in which case this requirement shall not apply.**

Residential (R):

7. Transparency

A.	Ground floor transparency, front façade (min.)	30% 15%
B.	Ground floor transparency, corner side façade (min.)	30% 15%
C.	Upper floor transparency, front and corner side façade (min.)	30% 15%

Industrial (IND):

4. Lot Dimensions

C.	Lot coverage (max)	60%
----	-----------------------------	-----

Planned Campus (PC):

5. Building Setbacks

A.	Front yard (min/max)	Average 10 feet / 100 feet
----	----------------------	--

7. Transparency

A.	Ground floor transparency, front façade (min.)	65% 35%
B.	Ground floor transparency, corner side façade (min.)	30% 20%
C.	Upper floor transparency, front and corner side façade (min.)	30% 20%

8. Pedestrian Access

A.	Main entrance location (required)	Facing Sidewalk Provides pedestrian connection to City Sidewalk
----	-----------------------------------	---

Commercial (C):

7. Transparency

A.	Ground floor transparency, front façade (min.)	50% 35%
B.	Ground floor transparency, corner side façade (min.)	30% 20%
C.	Upper floor transparency, front and corner side façade (min.)	30% 20%

ORDINANCE

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Amending City Municipal Code §310, Zoning

Council Member KIMBALL, Robert O.

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Total

YEA	NAY

8. Pedestrian Access

A.	Main entrance location (required)	Facing Sidewalk Provides pedestrian connection to City Sidewalk
B.	Functional Entry Spacing	100 foot max***

*****The functional entry spacing requirement shall not apply to the Arsenal Street frontage of any property in the Commercial District with frontage on Arsenal Street**

and,

BE IT FURTHER ORDAINED that Chapter § 310-28 (A) is amended as follows, with **bold** text added and stuck through text eliminated:

- Each occupant shall be allowed two square feet of total sign surface area for each linear foot of occupant building frontage. In no case shall total signage exceed the maximum sign surface area listed in the following table:

District	Maximum Sign Surface Area Per Sign Occupant (square feet)
R-District Residential	4
NMU	20 60
UMU	50
Downtown	50 40
Commercial	200
Planned Campus	200
Industrial	200
Parks and Open Space	20
Waterfront Overlay	50

- In addition **to the above allotment**, shopping centers shall also be allowed a monument or freestanding sign to identify the center, up to the maximum per parcel for each district in the ~~chart~~ **table** below:

District	Shopping Center Monument or Freestanding Sign Maximum Area (square feet)
Urban Mixed Use	15
Downtown	35
Commercial	100
Industrial	100

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Total

YEA	NAY

and,

BE IT FURTHER ORDAINED that Chapter § 310-32 (B) is amended as follows, with **bold** text added:

- B. If a **storefront or building** is unused **or vacant** for a period of over one (1) year, ~~the sign~~ **any corresponding nonconforming sign** must be brought into conformance, except that any supports or hardware used in common with existing signs used by remaining occupants may remain.

and,

BE IT FURTHER ORDAINED that Chapter § 310-36 (G)(3)(d)(2) is amended as follows, with **bold** text added and stuck through text eliminated:

- ii. The project must meet the anticipated transportation demand without placing an unreasonable burden on public infrastructure, such as **Level of Service (LOS)**, ~~transit and on-street parking facilities~~, and on the surrounding neighborhood

and,

BE IT FURTHER ORDAINED that Chapter § 310-37 (A) is amended as follows, with the image below replacing the existing image in the Ordinance:

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Amending City Municipal Code §310, Zoning

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

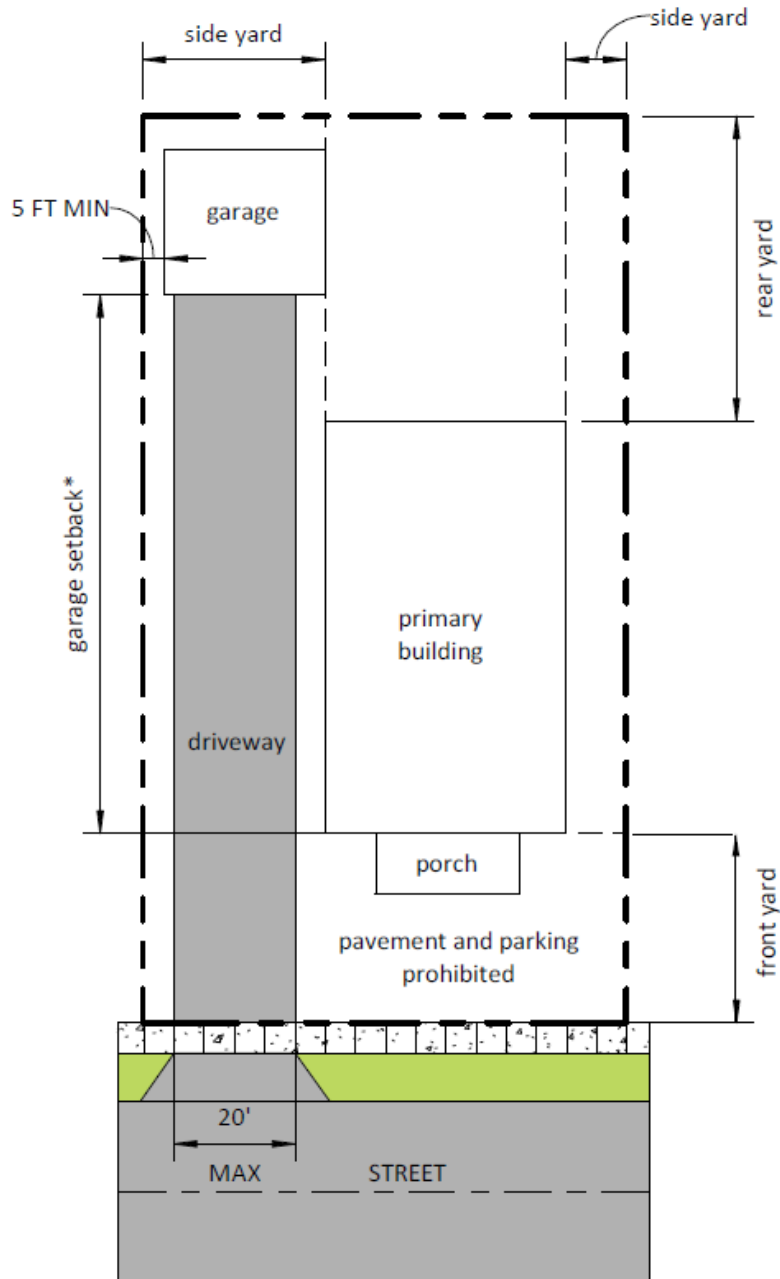
Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY



*garage front must be equal to or setback from the primary facade

OFF-STREET PARKING

ORDINANCE

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Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

and,

BE IT FURTHER ORDAINED that Chapter § 310-37 (E) is amended as follows, with **bold** text added and stuck through text eliminated:

For new construction, two EV charging ports shall be installed for every ~~20~~ **30** parking spaces constructed.

and,

BE IT FURTHER ORDAINED that Chapter § 310-70 is amended as follows, with **bold** text added and stuck through text eliminated:

Sec. 310-70 Solar Energy Systems, ~~Principle~~ **Principal**

1. ~~Principle~~ **Principal** solar energy systems are permitted through the issuance of a Special Use Permit within the Industrial District, subject to the requirements set forth in this chapter.

and,

BE IT FURTHER ORDAINED that Chapter § 310-79 is amended as follows, with **bold** text added and stuck through text eliminated:

- C. **The City Center Overlay District shall require a minimum 65 percent transparency on the ground floor, front façade and a minimum 50 percent transparency on the ground floor side façade**
- D. **An Outdoor Dining Permit shall be required for any restaurant tables on the City-owned Right-of-Way (ROW), pursuant to Chapter 265, Article III of the City Code of the City of Watertown.**

and,

BE IT FURTHER ORDAINED that Chapter § 310-88(A) is amended as follows, with **bold** text added and stuck through text eliminated:

A recreational vehicle intended for portable temporary housing of guests or occupants may be used for ~~living~~ **habitation**, sleeping or housekeeping purposes when parked or stored on a residential lot for up to 30 consecutive days within a twelve-month period. There shall be no fee charged for such occupancy.

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Amending City Municipal Code §310, Zoning

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Total

YEA	NAY

and,

BE IT FURTHER ORDAINED that Chapter § 310-90 (E) is amended as follows, with **bold** text added and stuck through text eliminated:

- E. Granting of temporary uses. For periods longer than six (6) months, the Zoning Board of Appeals may grant, after due notice and public hearing, the temporary occupancy and use of a structure or lot in any district ~~for a purpose that does not conform~~, **regardless if that use does or does not conform** with the district requirements provided that such occupancy and use is a temporary one and subject to any reasonable conditions and safeguards which the Board may impose to minimize any injurious effect on the neighborhood or contiguous property. The permit shall be granted for a period not to exceed 12 months.

and,

BE IT FURTHER ORDAINED that Chapter § 310-106 (C)(2) is amended as follows, with **bold** text added and stuck through text eliminated:

2. The applicant shall provide ~~the requested number of application paper copies, and~~ an electronic copy, **of the application** to the Planning and Community Development Department

and,

BE IT FURTHER ORDAINED that Chapter § 310-117 (B) is amended as follows, with **bold** text added and stuck through text eliminated:

- B. Notice of the public hearing shall be advertised in the City's official newspaper or, if there is none, in a newspaper of general circulation in the City at least five days before the public hearing. In addition, a copy of the public notice shall be mailed to each applicant five days prior to the meeting date, and one copy of the notice shall be mailed to the property owners within ~~100~~ **200** feet of the property lines of the property for which the application applies, including properties on the opposite side of the street or highway.

and,

BE IT FURTHER ORDAINED that Chapter § 310-150 (C) is amended as follows, with **bold** text added and stuck through text eliminated:

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Amending City Municipal Code §310, Zoning

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Total

YEA	NAY

ACCESSORY STRUCTURE: A structure that is associated with and incidental to the principal building **or use** on the same lot. Accessory structures are subordinate in area, extent, or purpose to the principal building **or use**.

DWELLING: Any building that contains one or more dwelling units for **living habitation** purposes.

DWELLING UNIT: A single unit with one or more rooms providing complete, independent living facilities for one or more persons, including permanent provisions for **living habitation**, sleeping, eating, cooking and sanitation.

DWELLING, APARTMENT BUILDING/COMPLEX: Any building **or combination of low-rise buildings on the same parcel** that contains five or more dwelling units.

FUEL/CONVENIENCE STATION: Any area of land, including structures thereon, that is used for the sale of gasoline, oil or other motor vehicle fuel, ~~including a convenience store, provided that the store is an integral part of the gasoline station,~~ **and may include a convenience store and/or restaurant**, excluding towing and automobile service. Autobody repair, auto repair, vehicle sales/rental/storage shall not be deemed permissible accessory uses of a fuel/convenience station.

OUTDOOR CAFÉ, ACCESSORY PATIO: An outdoor seating area consisting of tables, chairs, or other fixtures intended for the consumption of food and beverage, maintained on adjacent City-owned Right-of-Way, and intended for the patrons of an abutting food service facility or bar/restaurant/café/brewpub.

RETAIL, GENERAL AND SERVICE: A business selling ~~personal~~ goods, services, instruction, or food. Excludes adult uses; amusement, recreation, or entertainment (indoor or outdoor); automotive uses; bar/restaurant/café/brewpubs; day care facilities; medical services; nightclubs; and offices.

MANUFACTURED (MOBILE) HOME PARK: Land on which two or more manufactured homes are parked and occupied for **living habitation** purposes.

TRANSPARENCY: Fenestration that provides clear visibility into the building through the use of windows and door glazing as well as unobstructed openings in the building façade. There shall be no interior wall or other permanent visual obstruction within 5 feet of any window, door or other opening used to meet the transparency requirement. Windows and doors used meet the transparency requirements may be temporarily covered by operable window treatments, such as curtains or blinds.

and,

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Amending City Municipal Code §310, Zoning

Council Member KIMBALL, Robert O.

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Total

YEA	NAY

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

Seconded by Council Member Clifford G. Olney III

To: The Honorable Mayor and City Council

From: The Complete Streets Committee (Geoffrey Urda, Senior Planner; Thomas Compo, City Engineer; Brian MacCue, Superintendent of Public Works; Charles Donoghue, Police Chief; Kyle Meehan, ADA Coordinator)

Subject: Complete Streets Annual Progress Report – Calendar Year 2024

On January 17, 2017, the City Council adopted a Complete Streets Policy for the City of Watertown, formalizing the City’s intent to design and maintain safe streets for all users, regardless of age or ability level. The policy established a Complete Streets Committee, made up of Staff members from different City departments, and tasks it with reviewing all surface transportation projects for potential incorporation of Complete Streets elements and principles into the projects.

Section 8 of the policy, titled “Reporting,” requires the Complete Streets Committee to prepare a written annual progress report that measures the success of the policy and present it to City Council. In accordance with this requirement, the Complete Streets Committee is submitting the following report summarizing the eighth year of the enacted policy.

The policy identifies various performance measures that the report should include but does not limit the report to only those measures. A data summary of the required performance measures is on the second page of this report.

In its eighth year, the Complete Streets Committee reviewed 17 potential upcoming transportation projects. The projects reviewed included:

- Leray Street
- Michigan Avenue North
- Olmsted Drive
- Barben Avenue
- Parker Street
- Mullin Street
- Lynde Street
- Washington Street (*Public Square to Academy Street*)
- Flower Street
- Haven Street
- Hamlin Street
- Emerson Street
- Colorado Avenue North
- Meriline Avenue
- VanDuzee Street
- Richards Drive
- Park Drive East

Among the improvements that the Committee recommended as part of these reviews were:

- Widen Meriline Avenue to 18-to-20 feet in width from existing 15-to-17-foot width to have minimum 9' or 10' driving lanes in each direction.
- Fill in an 80' sidewalk gap on the east side of VanDuzee Street.
- Modify the ADA Ramp orientation at the Washington/Academy/Mullin intersection to eliminate the blended transition ramps and reorient the north/south crosswalks so that each ramp is directly across from the receiving ramp.
- Countdown timers at the Washington/Academy/Mullin intersection.
- Add a new crosswalk across Olmsted Drive from the sidewalk on the east side of Park Drive East to the Thompson Park entrance trail.
- Ordinance amending parking code approved by City Council on May 6, 2024.
- Any substandard curb ramps will be also brought into ADA compliance as a part of all projects.

While no other major Complete Streets improvements were recommended for any of the above projects, the Committee vetted each of them for opportunities to improve safety for all users.

Below are various data from the policy's prescribed performance measures for physical improvements implemented in Calendar Year 2024:

- Linear Feet of new or repaired pedestrian accommodation: 3,583
- Number of new or repaired curb ramps along City streets: 86
- Number of crosswalk and intersection improvements: 16
- Number of transit facilities installed or improved: 0
- Total miles of new bike lanes: 0
- Net gain in street trees: 105
- Number of traffic-calming features installed: 4
- School district walker data: 2,549 of an estimated 3,857 K-12 students are eligible for bus transportation to/from school. The remaining 1,318 are designated as walkers. Data is unavailable at this time as to how many of the students designated as walkers actually walk or ride their bicycle to school as opposed to receiving a ride to school from their parents.
- A list of approved exceptions to this policy: 0

A detailed breakdown by type of improvement and location is attached as an appendix.

Appendix A: City of Watertown

Complete Streets Performance Measures



- 1) Linear feet (LF) of new or repaired pedestrian accommodation
 - CDBG program – Seward Street (1,220 LF)
 - Sidewalk Permits (783 LF)
 - Street Reconstruction or Capital Projects (80 LF)
 - Other – Joseph M. Butler Jr. Drive (1,500 LF)
- 2) Number of new or repaired curb ramps installed along City streets
 - Community Development Block Grant (CDBG) Ramps (20)
 - Consolidated Local Street and Highway Improvement Program (CHIPS) Ramps (46)
 - DRI Streetscape Project (16)
 - Other (4)
- 3) Number of crosswalk and intersection improvements
 - New crosswalks striped (16)
 - Franklin Street (7)
 - Sterling Street (2)
 - Grant Street (3)
 - Joseph M. Butler Jr. Drive (2)
 - North Down Drive (2)
 - 212 crosswalks repainted by DPW (These are existing and not counted as new improvements)
- 4) Number of transit facilities installed or improved
 - None for Calendar Year 2024
- 5) Total miles of new bike lanes
 - None for Calendar Year 2024
- 6) Number of street trees planted
 - 147 street trees planted
 - 42 street trees removed
 - Net gain of 105 street trees
- 7) Number of traffic calming features installed
 - Two (2) speedbumps on the internal drive aisle connecting Arsenal Street to Court Street around the west side of the City-owned parking deck; one on the downhill slope and one at the bottom of the slope.
 - Two (2) speedbumps on North Down Drive.

8) School District Walker Data

- Estimated 3,857 Total K-12 students
- Of that 1,318 are ineligible for transportation to/from school (“walkers”)
- The other 2,549 are eligible (“busers”)

- Watertown High School (Grades 9-12)
- 799 eligible
- 360 walkers

- Case (Grades 7-8)
- 410 eligible
- 159 walkers

- Wiley (Grades 5-6)
- 515 eligible
- 83 walkers

- Overall, the Grades 5-12 campus has 2,326 total students, of which 1,724 are eligible for the bus. The remaining 602 students are walkers.

- Knickerbocker
- 143 eligible
- 191 walkers

- North
- 280 eligible
- 136 walkers

- Ohio
- 92 eligible
- 205 walkers

- Sherman
- 192 eligible
- 132 walkers

- Starbuck
- 96 eligible
- 52 walkers

- As an additional data point, the City School District has 12 transportable students to Special Education classes at BOCES, eight (8) students that receive transportation to a Special Education program at Indian River and two (2) students that receive transportation to a Special Education program at Lowville.

9) List of approved exceptions: None

Staff Report

March 3, 2025

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: “No Mow May” Pilot Program

After recent public interest and submission to the City Council, staff is seeking direction for “No Mow May” as a pilot initiative for 2025. To proceed with this pilot program residents are required to register by April 21st, allowing time for staff to prepare certificates and coordinate exemptions.

“No Mow May” would allow for residents to let their lawns grow for the month of May giving pollinators food and habitat in the early part of the growing season. By allowing lawns to grow longer and letting flowers bloom, nectar and pollen become more available to help pollinators thrive during the early spring where flora resources are harder to find, especially in more urban areas. These lawns would need to be registered with code enforcement and provisions such as maintaining the margin and ensuring there is no encroachment onto the sidewalks would still apply. The Bureau of Code Enforcement has included a sample flyer outlining some additional details.

Attached for City Council consideration is the “No Mow May” flyer, which includes the program guidelines. Staff needs to know if there is support from Council to move forward with this pilot program.

NO MOW MAY

WHAT IS NO MOW MAY?

No Mow May is an initiative for the month of May to let lawns grow undisturbed giving pollinators food and habitat in the early part of the growing season.

In early Spring, flora; resources may be hard to find, especially in urban and suburban landscapes. By allowing lawns to grow longer and letting flowers bloom, nectar and pollen become more available to help pollinators thrive.

Not mowing for a few weeks is a simple and effective way to help the local ecosystem, though this is only part of a solution, it is a starting point for increasing native habitats.

HOW TO PARTICIPATE

Register with the Code Enforcement Office at 315-785-7735, by April 21st to receive a Certificate of Participation.

Post your certificate in your lawn.

When participating in NO MOW MAY you will be exempt from the Tall Grass and Weeds violation for the month of MAY ONLY

Program ends May 31st

*Please note that the City Margin must be mowed during this time, and nothing may encroach over the city sidewalks.

Be sure to mow your lawn by June 5th

