

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, July 20, 2026
7 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, July 20, 2026, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

7:15 p.m.	Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial
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RESOLUTIONS

- | | |
|--------------------|--|
| Resolution No. 1 - | Authorizing the Submission of a Grant Application to the New York State Department of Environmental Conservation Water Quality Improvement Project Grant Program for the Western Outfall Trunk Sewer Priority Basin Inflow and Infiltration Implementation Project |
| Resolution No. 2 - | Approving a One-Year Extension of the Hydroelectric Operations and Maintenance Agreement with Ampersand New York Operations Company, LLC |
| Resolution No. 3 - | Finding That Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial Will Not Have a Significant Impact on the Environment |

- Resolution No. 4 - Adopting a Policy on Employee Notification of Disciplinary Records Requests Under the Freedom of Information Law (FOIL)
- Resolution No. 5 - Authorizing the Sale of Surplus DPW Vehicles and Equipment
- Resolution No. 6 - Readopting Fiscal Year 2026-27 General Fund Budget and Approving Police Department Over-hire
- Resolution No. 7 - Readopting Fiscal Year 2026-27 General Fund Budget and Approving Fire Department Over-hire of Five Firefighter Positions

ORDINANCES

- Ordinance No. 1 - Designating the Zoning Classification of a VL-3 Waterman Drive, Parcel Number 9-43-114.000 as Industrial
- Ordinance No. 2 - Amending City Municipal Code § 310, Zoning

LOCAL LAW

OLD BUSINESS

- Ordinance No. 1 Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial

STAFF REPORTS

1. Refuse Update and Request to Modify Two (2) Routes
2. NYSDOT Roadway Department Safety Action Plan (RwDSAP) Grant Awards
3. CitiBus Carry-On Items Policy and Passenger Code of Conduct Enforcement
4. Sales Tax Revenue – June 2026
5. Sale of Surplus Hydro-electricity – June 2026
6. New York State Pro-Housing Community Recertification

NEW BUSINESS

EXECUTIVE SESSION

To discuss collective bargaining.

ADJOURNMENT

WORK SESSION

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
AUGUST 3, 2026.**

July 20, 2026

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Authorizing the Submission of a Grant Application to the New York State Department of Environmental Conservation Water Quality Improvement Project Grant Program for the Western Outfall Trunk Sewer Priority Basin Inflow and Infiltration Implementation Project

The New York State Department of Environmental Conservation is accepting grant applications through the Consolidated Funding Application process for the Water Quality Improvement Project Grant Program. Grants are available for projects that directly improve water quality or habitat, promote flood risk reduction, restoration, and enhanced flood and climate resiliency, or protect a drinking water source. Applications are being accepted until July 31, 2026.

Staff is proposing that the City apply for \$10,000,000 in funding for the Western Outfall Trunk Sewer (WOTS) Priority Basin Inflow and Infiltration Implementation Project. The WOTS project involves inflow and infiltration improvements to reduce Inflow and Infiltration (I/I) within Sub Basins 1, 4, 7, 8, 9N, and 9S, including targeted spot repairs, followed by system-wide cured-in-place lining of mainline piping and manholes, as well as grouting of all lateral-to-main connection points, and associated improvements. The grant program requires a 25% local match. The match can be from local sources or federal grants/funding.

The attached resolution authorizes the submission of a grant application to the New York State Department of Environmental Conservation Water Quality Improvement Project Grant Program and directs the City Manager to submit the application on behalf of the City and execute all contracts and documents associated with the grant application and financial assistance.

RESOLUTION

Page 1 of 2

Authorizing the Submission of a Grant Application to the New York State Department of Environmental Conservation Water Quality Improvement Project Grant Program for the Western Outfall Trunk Sewer Priority Basin Inflow and Infiltration Implementation Project

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS, the City of Watertown's Western Outfall Trunk Sewer (WOTS) Priority Basin Inflow and Infiltration Implementation Project proposes inflow and infiltration improvements to reduce Inflow and Infiltration (I/I) within Sub Basins 1, 4, 7, 8, 9N, and 9S including targeted spot repairs, followed by system-wide cured-in-place lining of mainline piping and manholes, as well as grouting of all lateral to main connection points, and associated improvements, and

WHEREAS, the WOTS Project is located within the City of Watertown and benefits all sewer users within the City, and

WHEREAS, the New York State Department of Environmental Conservation is accepting grant applications through the Consolidated Funding Application process for the Water Quality Improvement Project (WQIP) Grant Program, and

WHEREAS, the City has adopted an Ordinance Authorizing the Issuance of \$29,740,000 Bonds to pay the cost of the rehabilitation of the WOTS, including inflow and infiltration improvements on September 2, 2025, and

WHEREAS, the City has been awarded NYS Water Infrastructure Improvement (WIIA) Grant in an amount not to exceed \$7,435,000, and

WHEREAS, the City proposes to meet the financial obligations necessary to fully and satisfactorily complete the project through Environmental Facilities Corporation Short Term and Long-Term Financing,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the submission of a Water Quality Improvement Project (WQIP) grant application to the New York State Department of Environmental Conservation for the Western Outfall Trunk Sewer (WOTS) Priority Basin Inflow and Infiltration Implementation Project, and directs the City Manager to submit the application on behalf of the City and execute all contracts and documents associated with the grant application and financial assistance, and

RESOLUTION

Page 2 of 2

Authorizing the Submission of a
Grant Application to the New York
State Department of Environmental
Conservation Water Quality
Improvement Project Grant Program
for the Western Outfall Trunk Sewer
Priority Basin Inflow and Infiltration
Implementation Project

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

Seconded by _____

July 20, 2026

To: The Honorable Mayor and City Council

From: Eric F Wagenaar, City Manager

Subject: Approving a One-Year Extension of the Hydroelectric Operations and Maintenance Agreement with Ampersand New York Operations Company, LLC

The current Hydroelectric Operations and Maintenance Agreement between the City of Watertown and Ampersand New York Operations Company, LLC expired on June 30, 2026. The agreement includes an option for the City to extend the contract for one (1), two (2), or three (3) years, upon terms and fees agreed to by both parties.

After discussions with Ampersand, staff recommends exercising a **one-year extension** of the current agreement through June 30, 2027. The proposed agreement maintains the existing scope of operational and maintenance services while ensuring continuity in the operation of the City's hydroelectric facility. The updated agreement continues the same general services and extends the term for one year.

The proposed one-year extension includes an approximately 12% increase in the annual contract cost. Ampersand advised that the 2023 agreement did not include annual price escalations despite significant inflation and increases in labor and operating costs during the contract term. The proposed adjustment includes an increase of approximately three percent for each of the prior three years (9%) to account for those cost increases, in addition to a three percent increase for the one-year extension period. Collectively, these adjustments result in the proposed 12% increase in the annual contract amount.

Staff believes that a one-year extension is in the City's best interest. The extension provides sufficient time to prepare and issue a competitive Request for Proposals (RFP) during the coming year for hydroelectric operations and maintenance services. Conducting a competitive procurement will allow the City to evaluate available service providers, confirm that pricing remains competitive, and ensure the City continues to receive the best overall value for these specialized services.

A resolution approving the one-year extension of the Hydroelectric Operations and Maintenance Agreement with Ampersand New York Operations Company, LLC is attached for City Council's consideration, along with the proposed agreement.

RESOLUTION

Page 1 of 1

Approving a One-Year Extension of the Hydroelectric Operations and Maintenance Agreement with Ampersand New York Operations Company, LLC

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS, the City of Watertown entered into a Hydroelectric Operations and Maintenance Agreement with Ampersand New York Operations Company, LLC, effective July 1, 2023, for a three-year term ending June 30, 2026, and

WHEREAS, the agreement provides the City with the option to extend the contract for an additional one (1), two (2), or three (3) years upon terms and fees agreed to by the parties, and

WHEREAS, City staff has negotiated a one-year extension of the agreement through June 30, 2027, to ensure the continued operation and maintenance of the City's hydroelectric facility while providing sufficient time to prepare and issue a competitive Request for Proposals for these services during the coming year, and

WHEREAS, the proposed one-year extension includes an increase in compensation to reflect higher labor and operating costs following three years of fixed contract pricing, and

WHEREAS, the City Manager has recommended approval of the proposed one-year extension agreement with Ampersand New York Operations Company, LLC.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the one-year extension of the Hydroelectric Operations and Maintenance Agreement with Ampersand New York Operations Company, LLC for the period of July 1, 2026, through June 30, 2027, a copy of which is attached and made part of this resolution, and

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

Seconded by _____

WATERTOWN HYDROELECTRIC SERVICE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2026 and effective on the 1st day of July 2026, by and between the CITY OF WATERTOWN, a municipal corporation of the State of New York (hereinafter referred to as the “CITY”), with offices at City Hall, 245 Washington Street, Watertown, New York 13601, and Ampersand New York Operations Company, LLC, a domestic corporation organized and existing under the laws of the State of New York (hereinafter referred to as “ANYOC”), with its offices and principal place of business at 331 Ushers Road, Ballston Lake, New York 12019.

WITNESSETH

WHEREAS the CITY owns a Hydroelectric Plant and associated dams and civil works (hereinafter referred to as the “PLANT”) on the Black River in the City of Watertown, State of New York, with Units No. 1-3 therein being so arranged that the electricity generated therein is delivered to the electric sub-transmission system of Niagara Mohawk Power Corporation with which it is physically connected, and

WHEREAS the CITY is authorized to operate the PLANT by the Federal Energy Regulatory Commission’s “Order Issuing License” for Watertown Hydroelectric Project No. 2442-001, issued June 16, 1995, and/or the FERC “Order Amending License and Revising Annual Charges” for the Watertown Hydroelectric Project No. 2442-020, issued January 6, 1997, hereinafter referred to as the “LICENSE” and “AMENDED LICENSE,” respectively, for the “PROJECT” and “AMENDED PROJECT,” respectively, and

WHEREAS, on June 7, 2013, the CITY initially entered into a three (3) year agreement for Hydroelectric Operation and Maintenance Services with ANYOC constituting nearly twenty (20) consecutive years of consistent operations and maintenance of the PLANT up to and including the present date, and

WHEREAS, prior to awarding this contract for services, the City of Watertown issued a RFP for operations and maintenance of the CITY’s PLANT, and

WHEREAS, ANYOC is experienced in operating and maintaining hydroelectric facilities, and

WHEREAS, ANYOC has submitted a FEE PROPOSAL (below) for professional services in connection with the PLANT over a one (1) year period commencing on July 1, 2026, and shall continue until June 30, 2027. The CITY, at its sole option exercisable on or before April 1 of the year in which the Agreement period expires, may choose to continue the Agreement for professional services for a period of one (1) or two (2) or three (3) years upon such terms and fees as the parties may then agree. The maximum term of this contract will be ten (10) years, ending June 30, 2033

				Ampersand/Upstate Testing and Controls	
Description		UOM	Qty	Unit Price	Total
Mobilization		L.S.	1	\$0.00	\$0.00
Base Monthly Operations Fee		Monthly	12	\$12,762.40	\$153,148.80
Maintenance Services		Monthly	12	\$15,383.20	\$184,598.40
Total					\$337,747.20

, and

WHEREAS, the Operations Scope of Services to be provided by ANYOC are attached and made part of this agreement as Exhibit “A”, and

WHEREAS the Maintenance Scope of Services to be provided by ANYOC are attached and made part of this agreement as Exhibit “B”,

NOW THEREFORE, in consideration of the premises and covenants hereinafter set forth, the parties hereto have agreed to the terms, the fee set forth above, and the services to be provided in Exhibit “A” and Exhibit “B”.

SECTION I – SERVICE PROVIDED

Services to be provided are as identified in the DESCRIPTION OF PROFESSIONAL SERVICES FOR THE OPERATION AND MAINTENANCE OF THE WATERTOWN HYDROELECTRIC FACILITY, a copy of which is attached as Exhibit “A” and Exhibit “B”.

SECTION II – INSURANCE REQUIREMENTS

1. Each party hereto shall be liable for all claims of the party’s own employees arising out of any provision of the Worker’ Compensation Law or under any plan for employee’s disability and death benefit.
2. For the term of this Agreement, and any extensions at the option of the City thereof, ANYOC shall provide and maintain, at its own expense, insurance policies issued by reputable insurance companies that meet or exceed the requirements listed herein. Every policy of insurance shall name the City as an additional named insured which shall not be limited to vicarious liability issues only.
3. Coverage shall include:
 - A. Commercial General Liability (CGL):

Limits of Liability:

- \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate Limit
 - \$2,000,000 Products / Completed Operations
 - \$1,000,000 Advertising / Personal Injury
(Owner, Engineer, POS of NY, etc. Must be listed as additional insured)
(Waiver of subrogation)
- B. Owner's and Contractor's Protective Liability (OCP):
- \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate Limit
- C. Automobile Liability Insurance
- \$1,000,000 Combined Single Limit
(Owner, Engineer, POS of NY, etc. Must be listed as additional insured)
- D. Worker's Compensation and Employer Liability Insurance as required by the State of New York.
- \$500,000 Employer's Liability Each Accident for Bodily Injury
 - \$500,000 Employer's Liability Injury for Disease
(Waiver of subrogation)
- E. Commercial Umbrella Liability Insurance
- \$5,000,000 Commercial Umbrella Liability Insurance
- F. Builder's Risk Insurance:
- Full Contract Price
- G. Pollution Liability Coverage:
- \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate
 - \$25,000 Maximum Deductible
(Owner and Engineer must be listed as additional insured)
4. In the event that ANYOC uses subcontractors in connection with the services, ANYOC shall require all subcontractors to provide the same insurance coverage as required of the ANYOC under this Agreement.
5. ANYOC shall provide a certificate of insurance for all coverage required by this Agreement, which shall recite that the CITY is an additional named insured for the cited coverage. Such certificate shall include a statement that at least thirty (30) days prior written notice shall be given to the CITY in the event of any cancellation or diminution of coverage.
6. If any insurance coverage is not secured or maintained or is canceled before the CITY pays ANYOC's final invoice and ANYOC fails immediately to procure other insurances as specified herein, the CITY reserves the right to procure such insurance and to deduct the cost thereof from any sum due to ANYOC under this Agreement.

7. ANYOC shall furnish the CITY with copies of any accident report(s) sent to ANYOC insurance carriers involving accidents occurring in connection with, or as a result of, the performance of services. ANYOC shall furnish said copies to the CITY concurrently with providing the reports to its insurers.
8. These requirements are in addition to any other insurance requirements, which may be required elsewhere in the Agreement. ANYOC shall comply with any government and/or site-specified insurance requirements even if not stated herein.

SECTION III – TRAINING

If applicable, each party to this Agreement shall provide to the other party to this Agreement any instructions and training materials that are applicable to the PLANT for use in performing its respective obligations.

SECTION IV – TERM OF AGREEMENT

The term of the Agreement shall commence on July 1, 2026, and shall continue until June 30, 2027. Extensions of this Agreement for either one (1), two (2), or three (3) year option period may be exercised by the CITY upon notice on or before April 1st of the year in which an Agreement or extended option period expires. The maximum term of this contract will be ten (10) years, ending June 30, 2033.

SECTION V – AGREEMENT

1. This Agreement and all of its terms and conditions shall bind and inure to the benefit of the heirs, executors, administrators, successors, grantees and assigns of the respective parties hereto.
2. This Agreement shall be governed by the laws of the State of New York. If any section, phrase, provision, or portion of this Agreement shall for any reason be held or adjudged to be invalid, illegal, or unenforceable by any court of competent jurisdiction, such section, phrase, provision, or portion so adjudged shall be deemed separate, distinct and independent, and the remainder of the Agreement shall be and remain in full force and effect and shall not be invalidated, rendered illegal or unenforceable, or otherwise affected by such holding or adjudication.
3. ANYOC may not assign its obligations of performance of the services set forth in this Agreement without the express prior written consent of the CITY, which consent may be withheld by the CITY for any reason.

SECTION VI – REGULATORY REQUIREMENTS

It shall be the responsibility of the CITY to take all necessary actions to procure, have in force and effect and satisfy any federal, state or local ordinance or law and any regulatory requirements which may be imposed by any federal, state or local statute, rule, regulation, permit, order, or the like in connection with the activities to be performed pursuant to this

Agreement by ANYOC. ANYOC will cooperate with the CITY and, at the CITY's cost, provide information or such other assistance as may be reasonably necessary for the CITY to satisfy such regulatory requirements. The parties will cooperate with each other and provide information, or such other assistance as may be reasonably necessary for the CITY to satisfy regulatory requirements relating to performance under this Agreement.

SECTION VII – NOTIFICATIONS

TO ANYOC:	TO THE CITY:
DAVID G. CRANDELL, C.O.O. AMPERSAND NEW YORK OPERATIONS, LLC 331 USHERS ROAD BALLSTON LAKE, NY 12019	ERIC F. WAGENAAR, CITY MANAGER, CITY OF WATERTOWN CITY MUNICIPAL BUILDING, SUITE 302 245 WASHINGTON STREET WATERTOWN, NEW YORK 13601

Either party may change its address for notice to the other in the manner provided above.

SECTION VIII – PLANT, PROJECT, AMENDED PROJECT – MISCELLANEOUS PROVISIONS

It is understood by the parties that:

1. The PLANT, PROJECT, and AMENDED PROJECT shall be operated in compliance with all pertinent federal, state, and local laws, rules and regulations, and order of government and/or maintenance of same; and
2. The CITY has the right to enter the PROJECT, the AMENDED PROJECT, and the PLANT; and
3. The CITY has the right to perform all reasonable actions in order to ensure compliance with the LICENSE OR AMENDED LICENSE; and
4. Property at the PROJECT and PLANT shall be made available for development of the PROJECT and AMENDED PROJECT pursuant to the LICENSE and AMENDED LICENSE. Nothing in this paragraph shall be construed as altering the existing right or property ownership as regards the PROJECT, AMENDED PROJECT, or the PLANT.
5. ANYOC may in no way encumber the CITY's performance of its duties as a licensee under the LICENSE or AMENDED LICENSE, to wit: Notwithstanding any provision contained herein, the CITY has the right to perform any and all acts required by an order of the FERC or its successor.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed effective as of the day and year first above written.

CITY OF WATERTOWN

By: _____ (Seal)
City Manager

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

On the _____ day of _____, 20____ before me, the undersigned, a Notary Public, in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

Notary Public

AMPERSAND NEW YORK OPERATIONS COMPANY, LLC

By: _____ (Seal)

STATE OF _____)
) SS:
COUNTY OF _____)

On the _____ day of _____, 20____ before me, the undersigned, a Notary Public, in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

Notary Public

EXHIBIT A

A. Operations Scope of Services

Item	Operations Scope	Frequency of Service				
		Daily	Weekly	Monthly	Yearly	As Req.
101	Field Supervision	X				
102	Field Operations	X				
103	24 hr. Emergency Response Operating	X				
104	Canals and Waterway – Cleaning Trash Racks and Headgates					X
105	Battery Routine Maintenance			X		
106	General Plant Janitorial & Supplies	X				
107	Compressors – Daily Inspection & Lubrication	X				
108	Plant Operations / Production Records; Monthly and Annual Reports			X		
109	FERC Inspections				X	
110 &111	Garbage Disposal and Snow Removal not performed by City DPW					X
112	Utilities	X				
113	Oil Spills, Oil Spill Supplies	X				
114	General Equipment Lubrication					X
115	Fish Passage Facility					X
116	Emergency Diesel Generator Operational Checks			X		
117	Installation & Removal of Boat Safety Barrier	Performed on a Semi-Annual Basis				
118	Maintenance of Signs					X
119	Plant PLC and MMI					X
120	Emergency Shutdown Procedures					X
	Items Suggested by Previous Contractor					
121	Vibration Analysis & Report				X	
122	Non-Destructive Test: Turbine Assembly				X	
123	Computerized PM Software/Program	X				
124	Performance Test					X
125	Opt-Ease Unit Efficiency Software					X

(Proposer can make additional sheet to cover more suggested items)

Total Supervisor's Hours for these items	618 hours/year
Total Technician's Hours for these items	270 hours/year
Total Laborer's Hours for these items	795 hours/year

EXHIBIT B

B. Maintenance Scope of Services

The Contractor will provide emergency response service on a 24-hour basis, 7 days a week, and be on site with the appropriate personnel within 1 hour of notification of a problem.

Item	Maintenance Scope	Frequency of Service				
		Daily	Weekly	Monthly	Yearly	As Req.
200	Field Supervision	X				
201	Generator Electrical Testing/Maintenance				X	
202	Turbine Inspections Maintenance	One turbine per year, rotating the turbines				
203	Breaker Maintenance				X	
204	Switchyard Maintenance				X	
205	Transformer Testing & Maintenance				X	
206	Compressors – Overhead/Maintenance				X	
207	Plant Maintenance & Test Records	X				
208	Maintenance Schedule		X			
209	Crane Testing and Maintenance				X	
210	Gas Furnace Maintenance				X	
211	Gates & Hoists Maintenance				X	
212	Periodic Grease & Oil Changes			X		
213	Fish Passage Facility					X
214	DO Monitoring Station/Min. Flow Unit/Headwater Level Gage				X	
215	Emergency Diesel Generator Maint./Test			X		
216	Trash rack Raker			X		
217	Hydraulic Positioning Units			X		
218	Powerhouse Ventilation System				X	
219	Static Excitation Maintenance				X	
220	Protective Relays/Trip Test & Calibration	Every three (3) years				
221	Routine Painting, Glass Breakage					X
Items Suggested by Previous Contractor						
	Vibration Analysis & Report				X	
	Non-Destructive Test: Turbine Assembly				X	
	Computerized PM Software/Program	X				
	Performance Test					X
	Opt-Ease Unit Efficiency Software					X

(Estimated downtime for PM during 1st year of Operation is 5 – 10 Days.)

Total Supervisor's Hours for these items	618 Hrs./Yr.
Total Technician's Hours for these items	270 Hrs./Yr.
Total Laborer's Hours for these items	795 Hrs./Yr.

Res No. 3

July 20, 2026

To: The Honorable Mayor and City Council

From: Geoffrey T. Urda, Senior Planner

Subject: Finding That Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial Will Not Have a Significant Impact on the Environment

At its June 9, 2026 meeting, the Planning Commission adopted a motion recommending that the City Council change the approved zoning classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial. The City Council has scheduled a public hearing on the request for Monday, July 20, 2026, at 7:15 p.m.

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

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning
Classification of 647 Flower Street Parcel Number 4-19-
101.000 from Residential to Industrial Will Not Have a
Significant Impact On the Environment

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance to change the approved zoning classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial, and

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

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

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

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

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

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

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

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 647 Flower Street Parcel Number 4-19-101.000 from Residential to Industrial Will Not Have a Significant Impact On the Environment

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

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

Seconded by _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information							
Name of Action or Project: Rezoning 647 flower street to Industrial							
Project Location (describe and attach a location map): 647 Flower Street. End of road							
Brief Description of Proposed Action: 2400 square foot addition to existing garage. Use will be storage of construction materials, tools, and equipment.							
Name of Applicant or Sponsor: Scott Phelps General Contracting		Telephone: [REDACTED]					
		E-Mail: [REDACTED]					
Address: 647 Flower Street							
City/PO: Watertown		State: NY	Zip Code: 13601				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>NO</td> <td>YES</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </table>	NO	YES	☒	☐
NO	YES						
☒	☐						
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>NO</td> <td>YES</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </table>	NO	YES	☒	☐
NO	YES						
☒	☐						
3. a. Total acreage of the site of the proposed action?		.275 acres					
b. Total acreage to be physically disturbed?		.655 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.275 acres					
4. Check all land uses that occur on, are adjoining or near the proposed action:							
☐ Urban ☐ Rural (non-agriculture) ☒ Industrial ☒ Commercial ☒ Residential (suburban)							
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):							
☐ Parkland							

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-Eared Bat	NO	YES
	☐	☒
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☒	☐
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: The property has not been the subject of remediation of hazardous waste but the NYS DEC environmental site database includes parcels in the general vicinity that have been the subject of remediation for hazardous waste which is why this box is checked.	NO	YES
	☐	☒
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Scott Phelps</u> Date: <u>4/15/26</u> Signature:  Title: <u>owner of Scott Phelps Gen Cont.</u>		

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

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

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

 Name of Lead Agency

 Date

 Print or Type Name of Responsible Officer in Lead Agency

 Title of Responsible Officer

 Signature of Responsible Officer in Lead Agency

 Signature of Preparer (if different from Responsible Officer)

Res No. 4

July 20, 2026

To: The Honorable Mayor and City Council

From: Eric F Wagenaar, City Manager

Subject: Adopting a Policy on Employee Notification of Disciplinary Records
Requests Under the Freedom of Information Law (FOIL)

At the July 6, 2026 Council meeting, the proposed Policy on Employee Notification of Disciplinary Records Requests Under the Freedom of Information Law (FOIL) was provided to the City Council for review and comment. The policy was developed to establish procedures for complying with the 2024 amendments to Public Officers Law §87(6), which require public employers to provide notice to current and former employees prior to the release of disciplinary records in response to a Freedom of Information Law (FOIL) request.

Council Members were provided the opportunity to review the proposed policy and submit questions or comments. No substantive feedback or revisions were requested.

A resolution adopting the attached policy is presented for Council's consideration. Upon adoption, the policy will take effect immediately.

RESOLUTION

Page 1 of 1

Adopting a Policy on Employee Notification of Disciplinary Records Requests Under the Freedom of Information Law (FOIL)

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS, the New York State Legislature amended Public Officers Law §87(6), effective in 2024, requiring public employers to provide notice to current and former employees prior to the release of disciplinary records in response to a request made pursuant to the Freedom of Information Law (FOIL), and

WHEREAS, the City of Watertown has prepared a Policy on Employee Notification of Disciplinary Records Requests Under the Freedom of Information Law (FOIL) to establish procedures for complying with this statutory requirement, including the timing, method, and content of employee notifications, as well as the responsibilities of the City's Records Access Officer, and

WHEREAS, the City Council has reviewed the proposed policy and finds that its adoption will ensure the City complies with applicable provisions of the Public Officers Law while providing a consistent and uniform process for handling such requests,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Policy on Employee Notification of Disciplinary Records Requests Under the Freedom of Information Law (FOIL), and

BE IT FURTHER RESOLVED that the policy is attached hereto and made part of this Resolution and shall take effect immediately upon adoption.

Seconded by _____

Res No. 5

July 20, 2026

To: The Honorable Mayor and City Council

From: Tina Bartlett-Bearup, Purchasing Manager

Subject: Authorizing the Sale of Surplus DPW Vehicles and Equipment

The Public Works (DPW) Department has submitted a list of surplus vehicles and equipment to the Purchasing Department that is either no longer useful or beyond repair and therefore no longer of value to the City.

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

SURPLUS ITEMS						
LOT #	YEAR	DESCRIPTION	DEPARTMENT	DATE ADDED	ACCT #	VEH ID
1	1997	Ford F-350 with Service Body	P&R	6/22/26	7140	3-007A
2	2004	International 7500 Dump Truck	Water	6/1/26	F8340	2-017
3	2003	Wells Cargo Sewer Trailer	DPW	6/1/26	G8120	1-124
4	1995	Manufactured Trailer	B&G	6/1/26	5010	1-114
5	2011	Orion VII 35' Low Floor Bus	CitiBus	6/26/26	5630	B-7928
6	1985	Ford L8000	DPW	6/30/26	5110	1-056

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus DPW
Vehicles and Equipment

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown’s Public Works Department has surplus vehicles and equipment, the description of which is attached and made part of this resolution, and

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

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

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

Seconded by _____

[illegible][illegible]

Res No. 6

July 20, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Readopting Fiscal Year 2026-27 General Fund Budget and Approving Police Department Over-hire

Chief Donoghue has become aware of six pending retirements in the Police Department. An academy start date of October 5th, 2026 will necessitate City Council's authorization for an over-hire of 5 officers. Three retirements are expected to occur on or about November 20th, 2026, one retirement will occur on or about December 31st, 2026, and one retirement will occur in the Spring of 2027. He has requested that the City Council authorize the hiring of five additional individuals to start in the October 2026 police academy.

The attached resolution re-adopts the Fiscal Year 2026-27 General Fund Budget to temporarily increase the number of sworn Police officer positions to seventy-six—three for approximately one month and 15 days, one for approximately three months and 26 days, and one for approximately 6 months.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2026-27 General
Fund Budget and Approving Police
Department Over-hire of Five Police Officer
Positions

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS on May 21, 2026 the City Council passed a resolution adopting the Budget for Fiscal Year 2026-27, of which \$61,715,140 was appropriated for the General Fund and,

WHEREAS the Fiscal Year 2026-27 Budget authorizes the City of Watertown Police Department for 71 sworn officers, and

WHEREAS the Police Training Academy will commence on October 5th, 2026 and,

WHEREAS the Police Department is expected to have 5 retirements occur during the upcoming Basic Training Academy and Field Training Program, with three expected retirements occurring at the end of November, one at the end of December, and another one at the end of March 2027,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves hiring five additional police cadets at this time, bringing the total Police Department personnel temporarily to five over the current budget of seventy-one, and

BE IT FURTHER RESOLVED that the Chief of Police is hereby authorized and directed to proceed with the requested over-hire to enter the October 2026 Police Training Academy, and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2026-27 and makes the following adjustments in the re-adopted General Fund Budget:

Appropriated Fund Balance

A.0000.0909	Fund Balance	<u>\$ 105,600</u>
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Expenditures:

A.3120.0130	Police - Wages	\$ 67,325
-------------	----------------	-----------

A.3120.0820	Police - Retirement	\$ 21,475
-------------	---------------------	-----------

A.3120.0830	Police - Social Security	\$ 5,150
-------------	--------------------------	----------

A.3120.0850	Police - Health Insurance	<u>\$ 11,650</u>
-------------	---------------------------	------------------

		<u>\$ 105,600</u>
--	--	-------------------

Seconded by _____

Res No. 7

July 20, 2026

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Readopting Fiscal Year 2026-27 General Fund Budget and Approving Fire Department Over-hire of Five Firefighter Positions

Chief Timerman has become aware of five pending firefighter position openings in the Fire Department that are expected to occur by the end of December.

- Deputy Fire Chief is retiring by the end of August
- One firefighter is working through the disability retirement process
- Two firefighters are retiring by the end of October
- One firefighter is retiring by the end of December

Chief Timerman is requesting to over-hire five firefighters for an anticipated academy start date of the first week of August, which would result in five new firefighters being added to the line personnel in mid-December.

The attached resolution re-adopts the Fiscal Year 2026-27 General Fund Budget to temporarily increase the number of firefighter positions to fifty-one.



CITY OF WATERTOWN FIRE DEPARTMENT

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



To: Manager Wagenaar and Council

From: Chief Timerman

Date: July 9, 2026

Re: Pending Fire Department Retirements and Overhiring

Manager and Council,

In addition to the three current vacancies that will exist within the Fire Department by July 20, 2026, I recommend overhiring five additional firefighters to offset anticipated retirements over the next five months.

Four members of the Watertown Fire Department have indicated their intent to retire before the end of 2026, and one is working through the disability retirement process. Because it takes approximately five months to recruit, hire, and train replacement personnel, it is essential that we begin the hiring process now to avoid prolonged vacancies and the substantial overtime costs those vacancies would create.

If no action is taken until after these positions become vacant, the earliest their replacements could complete training and begin filling those assignments would be approximately mid-July 2027. Compared to hiring their replacements now, this would result in approximately 210 additional days of vacancies across the five positions, generating an estimated 6,000 hours of additional overtime at a cost of approximately \$500,000.

By comparison, hiring five firefighters now would require approximately six and one-half months of entry-level salary and benefits, including health insurance, at an estimated cost of approximately \$295,000. Roughly \$58,000 of this expense can be offset by savings from the vacated positions. This proactive approach would avoid \$500,000 in overtime expenditures, resulting in ***an estimated net savings of approximately \$263,000*** while maintaining operational readiness. These figures are conservative and do not include other indirect costs associated with prolonged vacancies, including increased workers' compensation exposure and the operational impacts of sustained mandatory overtime.

There are also significant operational considerations. Without overhiring, the department's line staffing would decline from 66 personnel in July 2026 to just 62 by December 2026 - the lowest staffing level the department has experienced in the past 100 years. Additional retirements are also anticipated beyond December 2026, which would further reduce staffing levels unless replacement personnel are hired in advance. Maintaining the minimum staffing levels required under the collective bargaining agreement with only 62 line personnel would require a substantial increase in mandatory overtime.



CITY OF WATERTOWN FIRE DEPARTMENT

224 SOUTH MASSEY STREET
WATERTOWN, NEW YORK 13601

OFFICE: 315-785-7800

FAX: 315-785-1821



Such sustained overtime places additional strain on our workforce, increasing employee fatigue and burnout while elevating the risk of workplace injuries. It also reduces the number of off-duty personnel available for emergency recall during significant incidents, diminishing the department's ability to respond effectively to major emergencies. In addition, staffing at this level would leave the department with little flexibility to absorb injuries, extended leave, or unexpected vacancies without further increasing overtime expenditures.

For both fiscal and operational reasons, I recommend authorizing the overhire of five firefighters at this time. Doing so represents the most cost-effective means of maintaining staffing, controlling overtime expenditures, and ensuring the department remains capable of providing the level of emergency service our community expects.

Respectfully

A handwritten signature in blue ink, reading "Matthew Timmerman".

Matthew Timmerman
Fire Chief

RESOLUTION

Page 1 of 2

Readopting Fiscal Year 2026-27 General
Fund Budget and Approving Fire
Department Over-hire of Five Firefighter
Positions

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

YEA	NAY

Introduced by _____

WHEREAS, on May 21, 2026, the City Council passed a resolution adopting the Budget for Fiscal Year 2026-2027, of which \$61,715,140 was appropriated for the General Fund, and

WHEREAS, the City of Watertown Fire Department is presently operating under its Fiscal Year 2026-2027 authorized staffing level of seventy-one personnel, and

WHEREAS, the Fire Department is anticipating five retirements between August and December 2026, and

WHEREAS, it requires approximately five months to recruit, hire, and train new firefighters before they are available for duty, and

WHEREAS, delaying the hiring of replacement personnel until after these anticipated retirements occur would result in prolonged vacancies, increased mandatory overtime, and additional operational strain on the department, and

WHEREAS, the City Manager is requesting authorization to over-hire five firefighter positions in anticipation of these pending retirements, resulting in a temporary staffing level of five personnel above the authorized staffing level, and

WHEREAS, the City Council has reviewed the accompanying staff report and finds that authorizing the proposed over-hire is expected to reduce overtime expenditures, maintain operational readiness, and provide the most cost-effective means of replacing anticipated retirements,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Watertown hereby approves the hiring of five additional firefighter recruits at this time so that they may enter the Fall 2026 Fire Department Training Academy which temporarily increases the Fire Department staffing to five positions above the authorized staffing level of seventy-one personnel, and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2025-26 and makes the following adjustments in the re-adopted General Fund Budget:

RESOLUTION

Page 2 of 2

Readopting Fiscal Year 2026-27 General
Fund Budget and Approving Fire
Department Over-hire of Five Firefighter
Positions

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

YEA	NAY

GENERAL FUND:

A.0000.0909 Appropriated Fund Balance

\$ 132,475\$ 132,475

A.3410.0130 Fire - Wages

\$ 85,160

A.3410.0820 Fire - Retirement

\$ 27,165

A.3410.0830 Fire - Social Security

\$ 6,515

A.3410.0850 Fire - Health Insurance

\$ 13,635

Total

\$ 132,475***Seconded by*** _____

Ord No. 1

July 20, 2026

To: The Honorable Mayor and City Council

From: Geoffrey T. Urda, Senior Planner

Subject: Designating the Zoning Classification of a VL-3 Waterman Drive, Parcel Number 9-43-114.000 as Industrial

VL-3 Waterman Drive, Parcel Number 9-43-114.000 is currently unzoned. The parcel was formerly a street, specifically, the eastern terminus of Waterman Drive. Jefferson County approached the City about acquiring the eastern portion of the street (approximately 800') so that it could be incorporated into their main campus located at 753 Waterman Drive. The City Council discontinued a portion of Waterman Drive on October 6, 2025, and it was officially conveyed to Jefferson County on February 17, 2026.

The tax assessment map was recently updated to reflect this change and to create the new parcel. As a street, the parcel did not have a zoning designation. The Zoning Map therefore needs to be updated, and a zoning district needs to be designated for the parcel.

The parcels surrounding VL-3 Waterman Drive are all zoned Industrial. The City's adopted Comprehensive Plan recommends the future land use for this area as Light Industry. Given the Future Land Use Plan and the existing surrounding zoning, Planning Staff is recommending zoning the newly created parcel as Industrial.

The Planning Commission reviewed the zoning designation proposal at its June 9, 2026, meeting and adopted a motion recommending that City Council change the approved zoning classification as requested. Attached is a copy of Staff's report to the Planning Commission along with a map which depicts the parcel and the proposed zoning. A copy of the Planning Commission's meeting minutes will be sent to the City Council with the August 3, 2026, agenda package.

The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:15 p.m. on Monday, August 3, 2026. A SEQRA resolution will be presented for City Council consideration at that meeting.



MEMORANDUM

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

TO: Planning Commission Members

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

PRIMARY REVIEWER: Joseph Albinus, Planner

SUBJECT: Zoning Designation – VL-3 Waterman Drive

DATE: July 2, 2026

Request: To designate the zoning classification of a **VL-3 Waterman Drive**, Parcel Number 9-43-114.000 as Industrial

Applicant: City of Watertown

Property Owner: County of Jefferson

SEQRA: Unlisted

County Review: Yes

Overview: VL-3 Waterman Drive, Parcel Number 9-43-114.000 is currently unzoned. The parcel was formerly a street, specifically, the eastern terminus of Waterman Drive. Jefferson County approached the City about acquiring the eastern portion of the street (approximately 800') so that it could be incorporated into their main campus located at 753 Waterman Drive. The City Council discontinued a portion of Waterman Drive on October 6, 2025 and it was officially conveyed to Jefferson County on February 17, 2026.

The tax assessment map was recently updated to reflect this change and create the new parcel. As a street, the parcel did not have a zoning designation. The Zoning Map therefore needs to be updated and a zoning district needs to be designated for the parcel. The parcels surrounding VL-3 Waterman Drive are all zoned Industrial.

Zoning and Comprehensive Plan: The City's adopted Comprehensive Plan recommends the future land use for this area as Light Industry. Given the Future Land Use Plan and the existing surrounding zoning, Planning Staff recommends zoning the newly created parcel Industrial.

Section §20(25) of New York State General City Law, which empowers Cities to enact zoning laws, requires such regulations to be "in accord with a well-considered plan." The Planning Commission must consider whether the proposal is consistent with the Comprehensive Plan when it makes its recommendation to the City Council.

SEQR: Staff has completed a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the zoning designation. The City Council, as the lead agency, will complete Part 2 of the EAF.

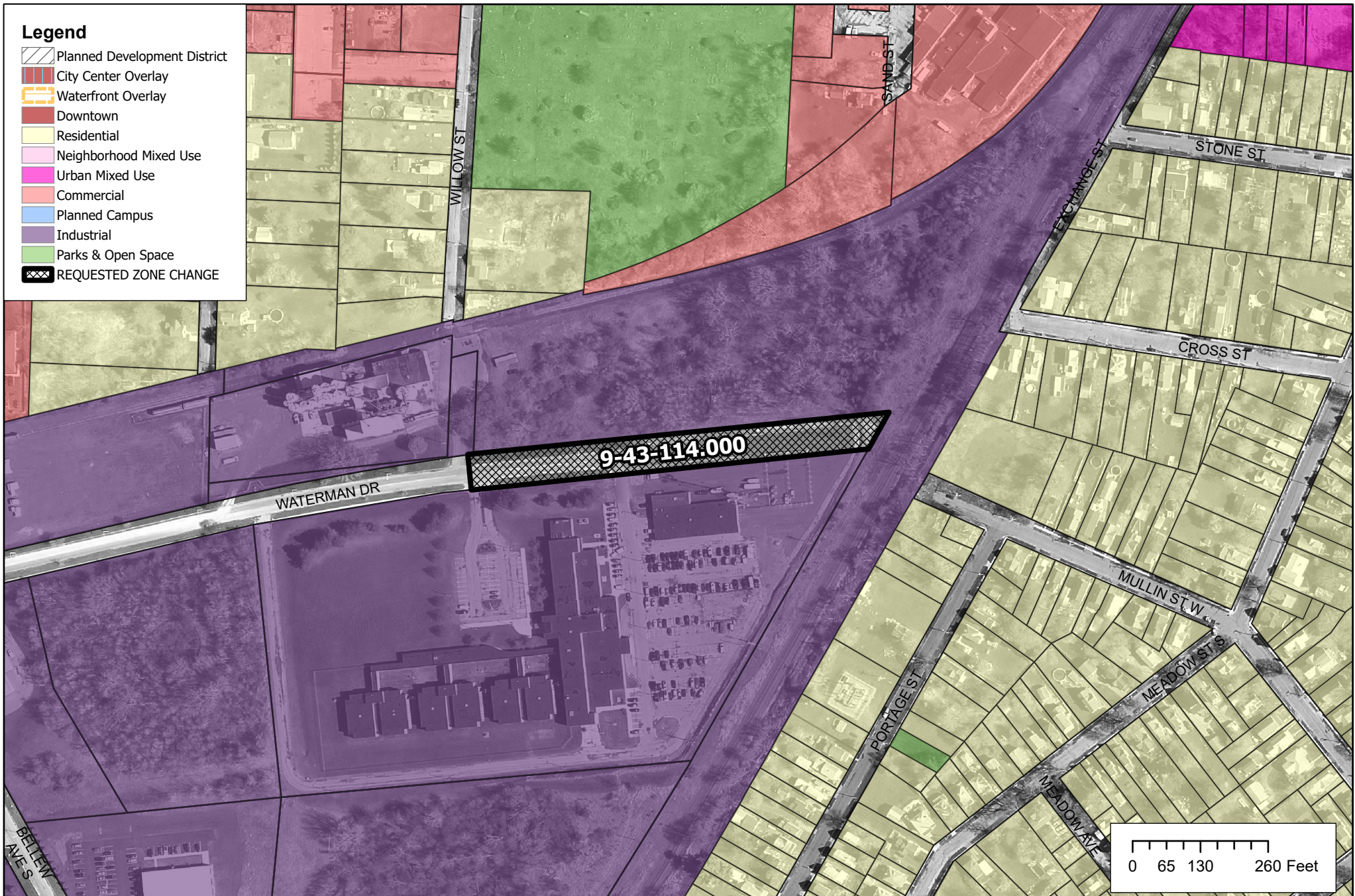
Jefferson County Review: The proposed Zoning Amendment requires referral to the Jefferson County Planning Board pursuant to Section 239-m of New York State General Municipal Law. Staff will refer this amendment to the County for consideration at its July 28, 2026, meeting.

Action: As amending the Zoning Map is a legislative act, the City Council retains sole authority to adopt amendments. The Planning Commission's role is to make a recommendation to the City Council before the Council acts on the recommended zoning designation.

cc: Thomas Compo, P.E., City Engineer

Legend

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



CITY OF WATERTOWN GIS

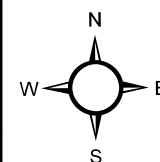
245 WASHINGTON STREET
2ND FLOOR
WATERTOWN, NEW YORK 13601
(315) 785-7793
gis@watertown-ny.gov

Not Zoned to Industrial

VL-3 Waterman Dr

(9-43-114.000)

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



ZONE CHANGE MAP

Requested By: G. Urda

Author: jwarren

Date: 6/18/2026

Scale : 1 in= 244 ft

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

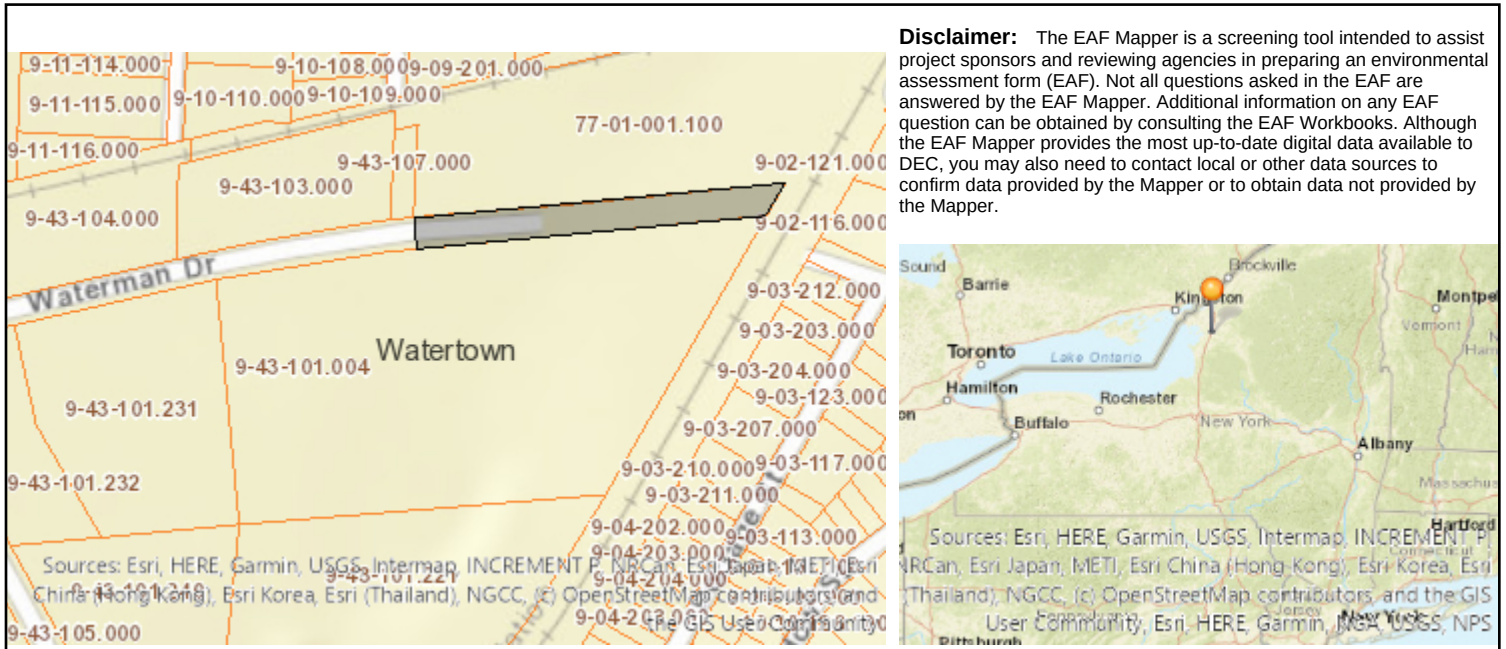
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available.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

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

Part 1 – Project and Sponsor Information			
Waterman Drive Zoning Designation			
Name of Action or Project: Zoning VL3 Waterman Drive as Industrial, currently the parcel has no zoning.			
Project Location (describe, and attach a location map): The eastern portion of Waterman Drive adjacent to 753 Waterman Drive, currently VL3 Waterman Drive			
Brief Description of Proposed Action: The City of Watertown will designate VL3 Waterman Drive as Industrial.			
Name of Applicant or Sponsor:		Telephone: 315-785-7765	
City of Watertown		E-Mail: planning@watertown-ny.gov	
Address: VL3 Waterman Drive			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.		☐	☒
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval: Jefferson County		☐	☐
3. a. Total acreage of the site of the proposed action?		1.1618 acres	
b. Total acreage to be physically disturbed?		1.1618 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		13.5518 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☒ Industrial ☐ Commercial ☒ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☒ Other(Specify): Public Safety			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☒	☒	☐
b. Consistent with the adopted comprehensive plan?	☒	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☒	☐	
b. Are public transportation services available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☒	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☒	☐	
This is a right-of-way which is not intended for human habitation and will not require a public/private water supply			
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☒	☐	
This is a right-of-way which is not intended for human habitation and will not require wastewater utilities			
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☒	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☒	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☒ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana Bat, Northern Long-...	NO ☐	YES ☒
16. Is the project site located in the 100-year or 500-year flood plain?	NO ☒	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO ☒	YES ☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO ☒	YES ☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO ☒	YES ☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO ☒	YES ☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO ☐	YES ☒
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Joseph Albinus</u> Date: _____ Signature: _____ Title: _____		



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

Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Northern Long-eared Bat
Part 1 / Question 16 [100 or 500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No
Part 1 / Question 21 [Disadvantaged Community]	Yes

ORDINANCE

Page 1 of 1

Designating the Zoning Classification
of VL-3 Waterman Drive, Parcel Number
9-43-114.000 as Industrial

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to designate the zoning classification of VL-3 Waterman Drive, Parcel Number 9-43-114.000 as Industrial, and

WHEREAS the Planning Commission of the City of Watertown considered the zoning designation request at its July 7, 2026, meeting and adopted a motion recommending that City Council approve the zoning designation, and

WHEREAS the zoning designation proposal was referred to the Jefferson County Planning Board for consideration at its July 28, 2026, meeting, pursuant to General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed zoning designation on August 3, 2026, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the zoning classification of VL-3 Waterman Drive, Parcel Number 9-43-114.000 shall be designated as Industrial, and

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

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

Seconded by _____

Ord No. 2

July 20, 2026

To: The Honorable Mayor and City Council

From: Geoffrey Urda, Senior Planner

Subject: Amending City Municipal Code § 310, Zoning

At the request of the City Council, Staff initiated an application to amend Article VI – Parking of the City of Watertown Zoning Ordinance, regarding electric vehicle (EV) charging stations.

Article VI – Parking, Section 310-37, Parking Standards, Paragraph E, requires two EV charging ports to be installed for every 30 newly constructed parking spaces. The City Council has proposed eliminating this requirement from the Zoning Ordinance and asked that Staff advance an amendment to the Planning Commission for consideration.

In addition to this request, Staff also proposes an amendment to rectify a possible error in Article V – Sign Regulations, regarding the maximum sign surface area allowed per occupant in the Parks and Open Space Zoning District. While researching sign regulations for a proposed project, Staff discovered that the allowed maximum sign surface area allowed per occupant in the Parks and Open Space Zoning District is only 20 square feet. Under the previous Zoning Ordinance, the equivalent district allowed 200 square feet. While not certain, Staff's educated guess is this was a typographical error that occurred when drafting the new Ordinance.

The proposed amendment would amend Section 310-28, Sign Requirements, Paragraph A, Allowed Sign Surface Area, Subparagraph (1) to change the Maximum Sign Surface Area Per Occupant table to allow 200 square feet in the Parks and Open Space District.

The Planning Commission considered both amendments at its July 7, 2026 meeting and adopted a motion recommending approval. A copy of the Staff Report prepared for the Planning Commission is attached for review. A copy of the Planning Commission's meeting minutes will be sent to the City Council with the August 3, 2026, agenda package.

The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:15 p.m. on Monday, August 3, 2026. A SEQRA resolution will be presented for City Council consideration at that meeting.



MEMORANDUM

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

TO: Planning Commission Members

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

SUBJECT: Amending Chapter 310 – Zoning, of the City Code; Article V – Sign Regulations and Article VI – Parking

DATE: July 2, 2026

At the request of the City Council, Staff is initiating an application to amend Article VI – Parking of the City of Watertown Zoning Ordinance, regarding electric vehicle (EV) charging stations.

Article VI – Parking, Section 310-37, Parking Standards, Paragraph E, requires two EV charging ports to be installed for every 30 newly constructed parking spaces. The City Council is proposing to eliminate this requirement from the Zoning Ordinance and has asked that an application be prepared and presented to the Planning Commission. A Zoning Ordinance Amendment requires a process similar to a zone change with the first step being the consideration of the request by the Planning Commission and a recommendation by the Commission to the City Council.

The requirement to include EV charging ports as part of new parking lot construction was included in the new Zoning Ordinance when the City undertook a complete rewrite of the document in 2023. The primary reason for including the requirement was due to New York State mandating that by 2035, all new light duty passenger vehicles sold in the state must be electric.

The City Council would like to remove the local requirement for EV charging stations, citing the cost of installation and the fact that the State is beginning to relax the electric vehicle requirement. Council members have also noted that the private sector will drive the demand for these facilities and businesses will react accordingly, which would remove the need for the City to mandate the construction of them. The draft ordinance would eliminate Section 310-37, Parking Standards, Paragraph E in its entirety from the Zoning Ordinance.

In addition to this request, Staff is also proposing an amendment to rectify a possible error in Article V – Sign Regulations, regarding the maximum sign surface area allowed per occupant in the Parks and Open Space Zoning District.

While researching sign regulations for a proposed project, Staff discovered that the allowed maximum sign surface area allowed per occupant in the Parks and Open Space Zoning District is only 20 square feet. Under the previous Zoning Ordinance, the same district allowed 200 square feet. While not certain, Staff's educated guess is this was a typographical error that occurred when drafting the new ordinance.

The proposed amendment would change Section 310-28, Sign Requirements, Paragraph A, Allowed Sign Surface Area, Subparagraph (1) to change the Maximum Sign Surface Area Per Occupant table to allow 200 square feet in the Parks and Open Space District.

A copy of a draft Ordinance containing all proposed changes is attached to this Staff Report. Also attached is a completed Part 1 of the Short Environmental Assessment Form.

The proposed Zoning Amendment requires referral to the Jefferson County Planning Board pursuant to Section 239-m of New York State General Municipal Law. Staff will refer this amendment to the County for consideration at its Tuesday, July 28, 2026, meeting.

The amendment also requires a public hearing. This City Council is expected to schedule a public hearing on the proposed amendment on August 3, 2026.

ORDINANCE

Page 1 of 1

Amending City Municipal Code § 310, Zoning

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

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 stuck through text eliminated:

§ 310-28. Sign Requirements

- 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)
Residential	4
NMU	60
UMU	50
Downtown	40
Commercial	200
Planned Campus	200
Industrial	200
Parks and Open Space	20 200
Waterfront Overlay	50

and,

BE IT FURTHER ORDAINED that Chapter § 310-37 (E) is deleted in its entirety, with **bold** text added and stuck through text eliminated:

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

And,

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 _____

Old Business - Ord No. 1

July 20, 2026

To: The Honorable Mayor and City Council

From: Geoffrey T. Urda, Senior Planner

Subject: Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial

Scott Phelps General Contracting, LLC has submitted the subject request to change the approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial.

The Planning Commission reviewed the request at its June 9, 2026 meeting and adopted a motion recommending that City Council change the approved zoning classification as requested. Attached is the complete zone change application, a copy of Staff's report to the Planning Commission, as well as an excerpt from the Planning Commission's June 9, 2026 meeting minutes.

The City Council has scheduled a public hearing on the ordinance for 7:15 p.m. on Monday, July 20, 2026. 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 Zone Change Ordinance.



MEMORANDUM

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

TO: Planning Commission Members

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

PRIMARY REVIEWER: Joseph Albinus, Planner

SUBJECT: Zone Change – **647 Flower Street**, Parcel Number 4-19-101.000

DATE: June 4, 2026

Request: To Change the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial.

Applicant: Scott Phelps General Contracting LLC

Owner(s): Scott Phelps General Contracting LLC

SEQRA: Unlisted

County Review: No

Comments: The applicant seeks to rezone the property at 647 Flower Street from Residential to Industrial to facilitate the expansion of an existing Storage Yard and Office use on the site. A Storage Yard use is allowed in the Industrial District, but not in the Residential District. Since the Residential District does not allow a Storage Yard use, the existing use enjoys Legal Nonconforming (“grandfathered”) status. Adding onto the current building represents a physical expansion of the nonconforming use, which if the property remained zoned Residential, would require a Use Variance from the Zoning Board of Appeals.

Existing Conditions: The subject parcel currently contains a Storage Yard and Office for a construction business. To the west of the subject parcel is 750 Pearl Street, which contains a parking lot for New York Air Brake and is zoned Industrial.

To the east of the subject parcel, directly across the street, is M66 Hill Street. It is currently comprised of vacant land. The parcel is zoned Residential.

To the north of 647 Flower Street is 649 Flower Street. It is zoned as residential and currently has a single-family residential structure on it.

To the south of the parcel is VL-15 Water Street. It is currently zoned Residential and is vacant.

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

Zoning and the Comprehensive Plan: The City's adopted Comprehensive Plan recommends the future land use for 647 Flower Street as Heavy Industry. The Comprehensive Plan's visions for both character areas are below.

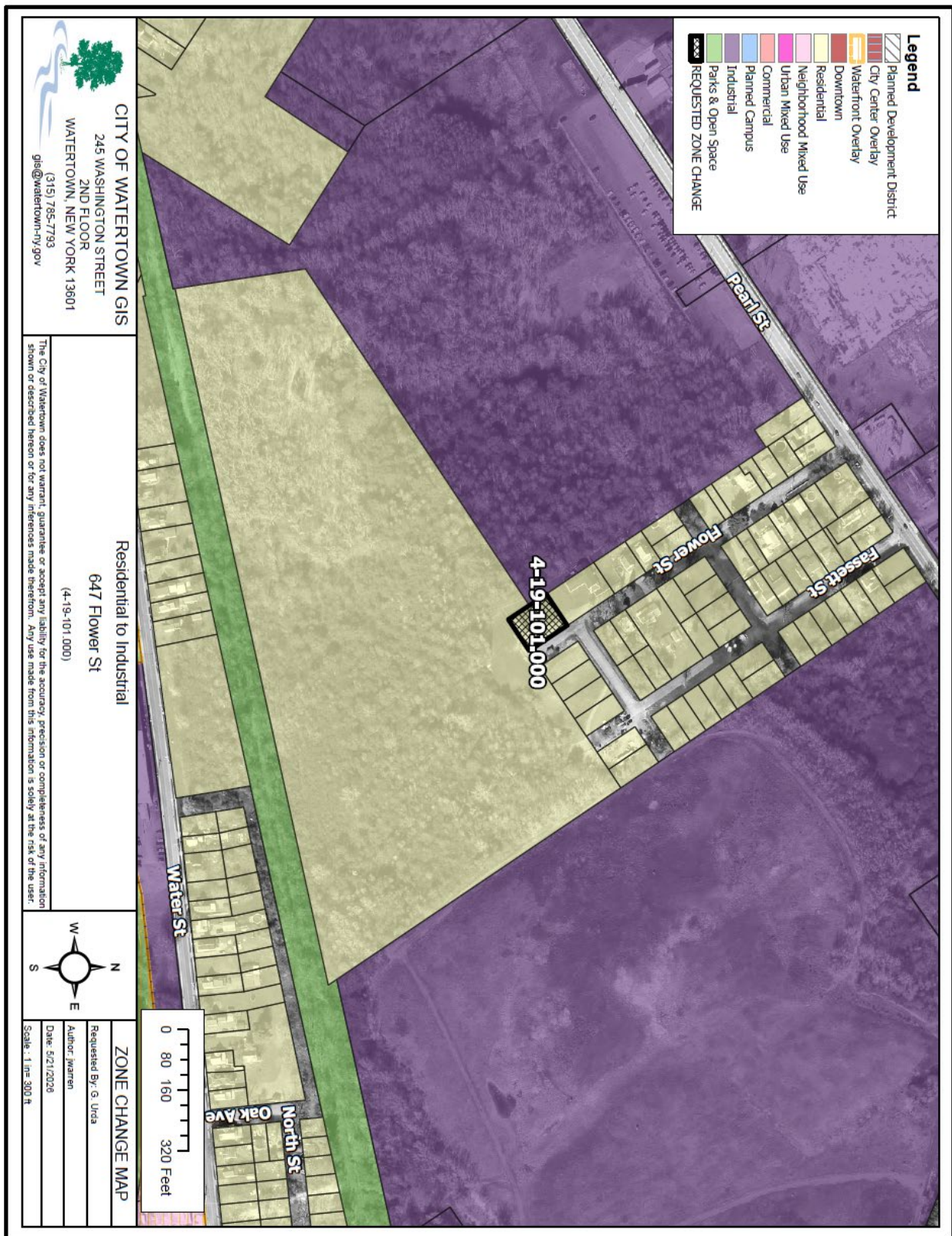
Heavy Industry: *"The Future Land Use Map recognizes an area of the City with the one of the largest employers – New York Air Brake Corp. - and adjacent lands. This area is intended to continue the allowance of heavy industrial uses and provide some expansion capabilities. Buildings vary in height and scale with on-site parking for automobiles and/or trucks.*

The modification that this Zone Change would facilitate (legalize and allow for the expansion of a Storage Yard use on the parcel) is consistent with the zoning on the adjacent parcel, 750 Pearl Street. It is also consistent with the future land use map. This zone change request is therefore in harmony with the Comprehensive Plan.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the Lead Agency, will complete Part 2 of the EAF and make a determination of significance.

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

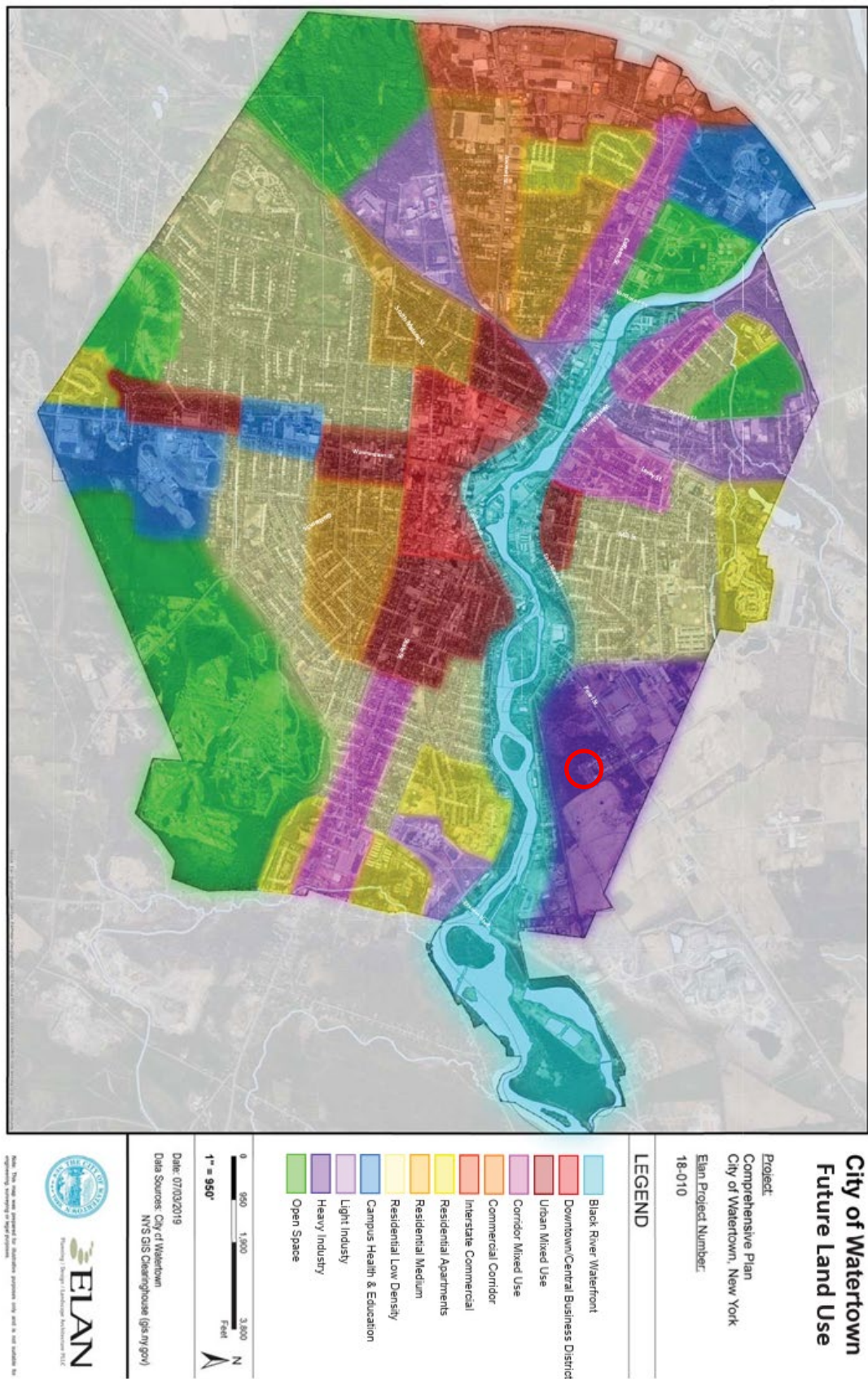
cc: City Council Members
Thomas Compo, City Engineer
Scott Phelps General Contracting LLC



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



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



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

PLN-ZONECHANGE2026-00017 - Shop Addition

Menu Help

File Date: 05/06/2026

Application Status: [Note](#)

Application Type: [Zone Change](#)

Application Detail: [Detail](#)

Description of Work: [48' x 50' garage addition for storage of construction materials, equipment and tools](#)

Application Name: [Shop Addition](#)

Address: [REDACTED]

Owner Name: [Scott Phelps General Contr LLC](#)

Owner Address: [REDACTED]

Parcel No: [4-19-101.000](#)

Contact Info:	Name	Organization Name	Contact Type	Contact Primary Address	Status
	Scott Phelps General C...	Scott Phelps Ge...	Applicant	Business, 647 Flower S...	Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
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Job Value: [\\$0.00](#)

Total Fee Assessed: [\\$125.00](#)

Total Fee Invoiced: [\\$125.00](#)

Balance: [\\$125.00](#)

Custom Fields: GENERAL INFORMATION		
Reason for Zone Change	Current Zoning District	Proposed Zoning District
The property was zoned industrial when I bought it several years ago. Due to a zoning change I cannot add on to the existing building. We have outgrown our storage and need to add more.	Residential	Industrial
Existing Use	Proposed Use	Type of Development
Warehouse/ Wholesale Distribution	Warehouse/ Wholesale Distribution	Commercial
Number of Parcels in Zone change request	Additional Parcel Numbers	
1	NA	
LOCATION INFORMATION		
Adjacent Land Use	Historic Status	Historic Status Description
Industrial and residential	No	-
KEY DATES		
Approved Date	Appeal Period End Date	Expiration Date
-	-	-
Extension Date		
-		

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	Application Intake		Accepted	05/29/2026	Planning Depart...
	Review Distribution	Dana Aikins	In Review	05/29/2026	Dana Aikins
	Building Review	Dana Aikins	Building Rev...	05/29/2026	Planning Depart...
	Engineering Utilities ...				
	Planning Review				
	Fire Review				
	Arborist Review				
	Complete Streets Review				

Task	Assigned To	Status	Status Date	Action By
County Review				
Review Consolidation				
Acquire GIS Map				
Staff Report				
Supervisor Review				
Distribute PC Agenda P...				
PC Meeting				
CC Meeting Notice				
Draft Ordinance and Re...				
Distribute CC Packet				
CC Meeting				
Public Notice				
Draft SeQR Resolution				
Public Hearing				
Final Notification				
Case Complete				

Conditions of Approval:	Group	Type	Condition Name	Short Comments	Status	Status Date	Severity
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Documents:	File Name	Document Group	Category	Description	Type	Document Status	Document Status Date
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[Show all](#)

Application Comments:	View ID	Comment	Date
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Initiated by Product: ACA

Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments
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Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments
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Required Inspections:

April 16, 2026

Scott Phelps General Contracting LLC

[REDACTED]

Watertown NY 13601

Cover Letter for Zoning change.

To Whom it may concern,

My name is Scott Phelps, and I have owned/operated a construction company since 2006 in the Watertown area. My company, which consists of 7 employees and myself, has completed many projects over the years. We currently focus on light commercial projects and new home building. Some of our recent projects include the Strand/Laman renovation on Franklin Street and a 4000 square foot new home on Pillar point.

In 2016, I found myself in need of storage/office space and wanted to find a property on the north side of the city of Watertown. I purchased 647 Flower Street which was located at the end of a dead end and perfect for what I was looking for. It had been being used as a location for a snow removal, landscaping company by the previous owner. The property consisted of a 20'x48' garage, a 12'x8' shed, a 10'x20' shed and a 10'x10' shed. The property was also in an industrial zone.

As the years have passed and my company has acquired equipment, tools and materials to be stored, I have found myself in a situation where I have outgrown my current building size. My solution to this was to increase the size of the existing garage on 647 Flower Street by three times. This will give me adequate space to house my equipment, tools and material. Unfortunately, I found that the zoning was changed 3 years ago and my property is no longer in an industrial zone. It has been changed to Residential and therefore my project does not fall under the permitted use any longer.

I apologize for the lengthy backstory but find it to be important in this particular case. As far as specifically addressing the concerns of the cover letter I will add this:

- The scope of the work is to add approximately 2400 square feet of building to the existing.
- The use will remain the same as it has been for 10 years which is storage of construction equipment, material and tools. I will also maintain the current office for paperwork within the facility.

-The property will only be changed by the additional building and all other grass and asphalt areas will remain the same.

I want to thank you for your consideration on this project and use variance. I am hopeful to continue to operate within the City of Watertown.

Scott Phelps



Legend

- Black River
- City Boundary
- Parcels
- ROADS

N

0 0 0 mi

Author: Web AppBuilder
Date: 5/26/2026
Title:

Schedule "A"

ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown County of Jefferson and State of New York, known as vacant lots M65, M64 and M63 Hill Street.

A CERTAIN LOT OF LAND known as vacant lots M65 Hill Street, M64 Hill Street and M63 Hill Street, each lot approximately 55' x 118' in size and known and designated on the map in the Department of Assessment and Taxation of the City of Watertown, New York as parcel numbers 4-19-404, 4-19-403, 4-19-402. THIS CONVEYANCE was authorized by a resolution of the Mayor and the City Council of the City of Watertown, New York, adopted November 6, 2000.

ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson and State of New York, being Lot No. Sixty-Six (66) as shown on a map filed in Jefferson County Clerk's Office Oct. 30, 1891 of subdivision of land conveyed by D. Foster Phillips to William H. Smith by deed recorded in Jefferson County Clerk's Office Sept. 25th, 1891 in Liber 264 of Deeds at page 372.
The buildings to be built on the above mentioned Lot are to be placed at least Twenty-Five feet back from the street line and the house worth at least Five Hundred Dollars.

Being the same premises as conveyed by Elaine J. Granger to Jacob S. Johnson via Quit Claim Deed dated November 30, 2011 and recorded in the Jefferson County Clerk's Office on December 1, 2011 as Instrument #2011-17556.

And Also:

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

BEGINNING at a ½" iron pipe with cap set in the southwesterly street margin of Flower Street, said pipe being located southeasterly S. 47°-32'-47" E., 850.00 feet along said street margin from a point at the intersection of the southwesterly street margin of Flower Street with the southeasterly street margin of Pearl Street;

THENCE S. 47°-32'-47" E., along the southwesterly street margin of Flower Street a distance of 120.00 feet to a ½" iron pipe with cap set;

THENCE S. 42°-26'-13" W., a distance of 100.00 feet to a ½" iron pipe with cap set;

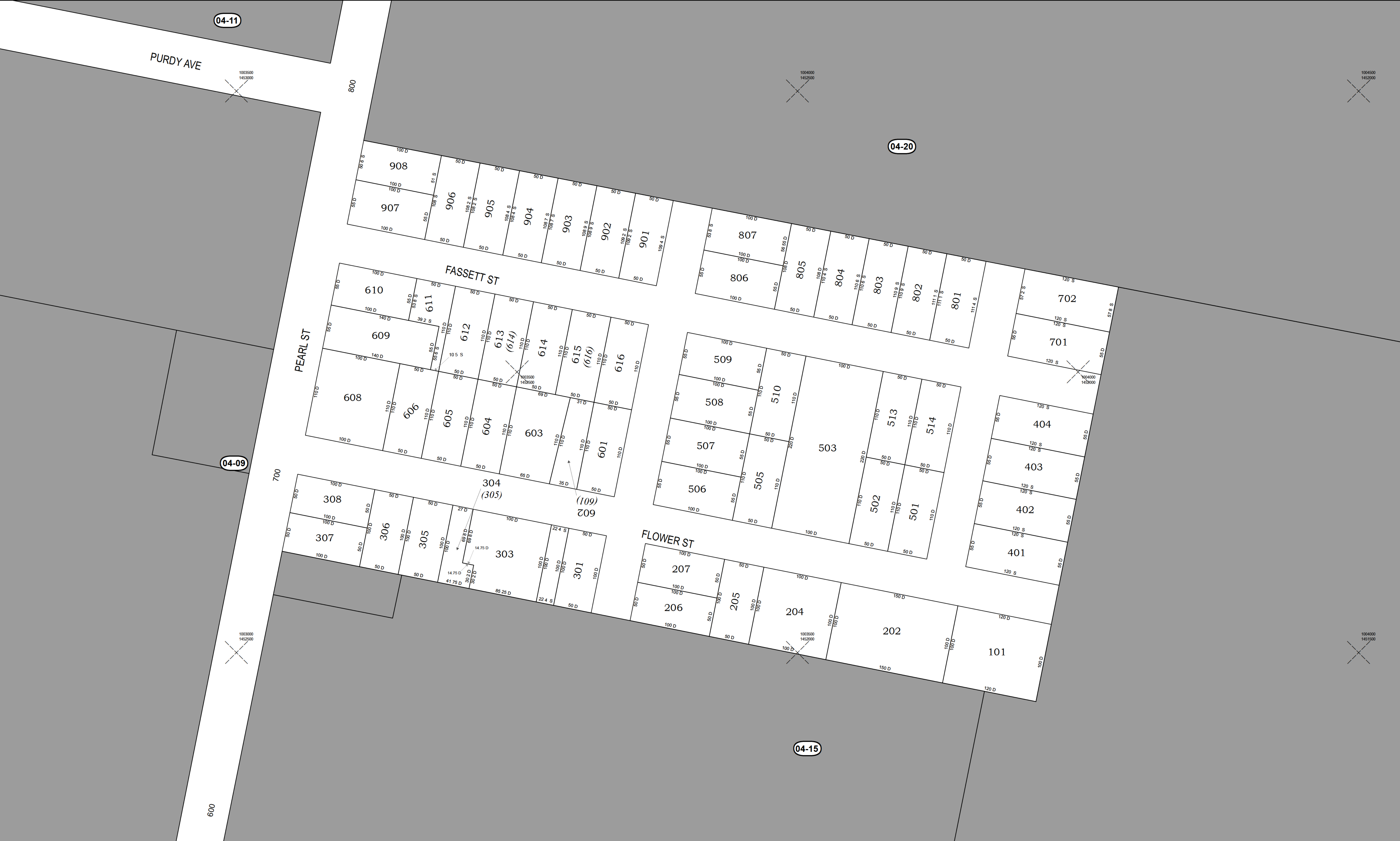
THENCE N. 47°-32'-47" W., a distance of 120.00 feet to a ½" iron pipe with cap set;

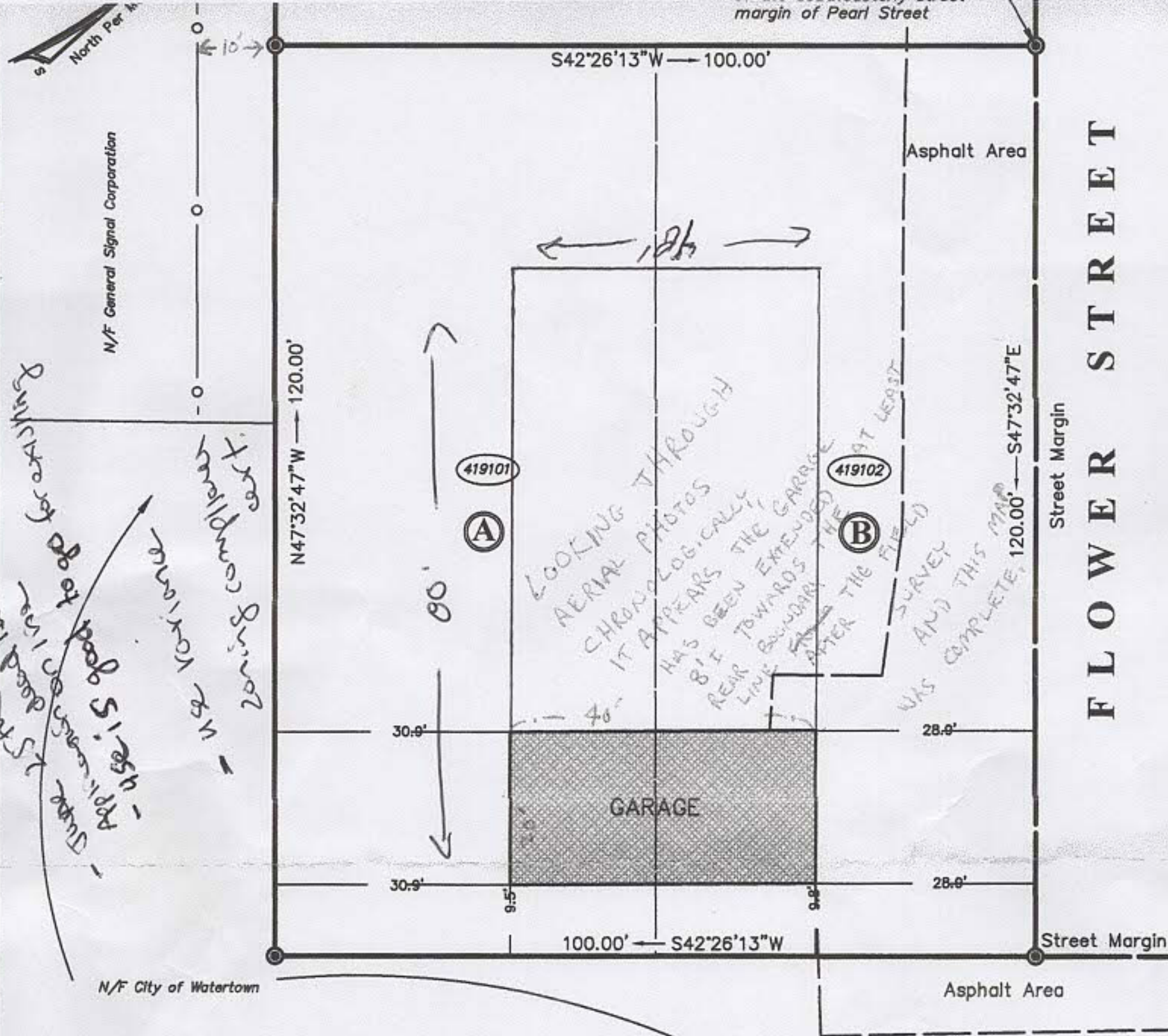
THENCE N. 42°-26'-13" E., a distance of 100.00 feet to the POINT of BEGINNING.

CONTAINING 0.275 acres of land more or less.

Being the same premises as conveyed by David W. Johnson and Patricia A. Johnson to Jacob S. Johnson via Warranty Deed dated November 30, 2011 and recorded in the Jefferson County Clerk's Office on December 1, 2011 as Instrument #2011-17555.

Intending to convey Tax Parcel #4-19-101.000, 4-19-401.000, 4-19-402.000, 4-19-403.000 and 4-19-404.000.





LEGEND:

- ⊙ - 1/2" IRON PIPE WITH CAP SET
- Ⓐ - LOT NUMBER
- 419101 - TAX PARCEL NUMBER
- FENCE LINE
- LOT LINE

DEED REFERENCES:

Parcel "A"
James M. McCauley, City Comptroller
of the City of Watertown
to
Elaine J. Granger
Liber 1799, Page 111
Recorded July 10, 2001

Parcel "B"
James M. McCauley, City Comptroller
of the City of Watertown
to
Elaine Granger
Liber 1799, Page 108
Recorded July 10, 2001

Total Area = 0.275 Acres±

NOTE:

This survey was prepared
without the benefit of an
Updated Abstract of Title
and is subject to any
changes which may occur
as a result of a complete
title search.

MAP REFERENCE:

"Survey Map of the Lands
of Elaine J. Granger, 649
Flower Street, City of
Watertown, County of
Jefferson, State of New
York", dated July 13,
2004, prepared GYMO P.C.

PROPOSED SUBDIVISION PLAT (ASSEMBLAGE)

**PARCELS "A & B" of the LANDS of -
ELAINE J. GRANGER**
651 FLOWER STREET

CITY of WATERTOWN

Date: 2/7/2005

Scale: 1"=20'

Drawn By: C.G.P.

Checked By:

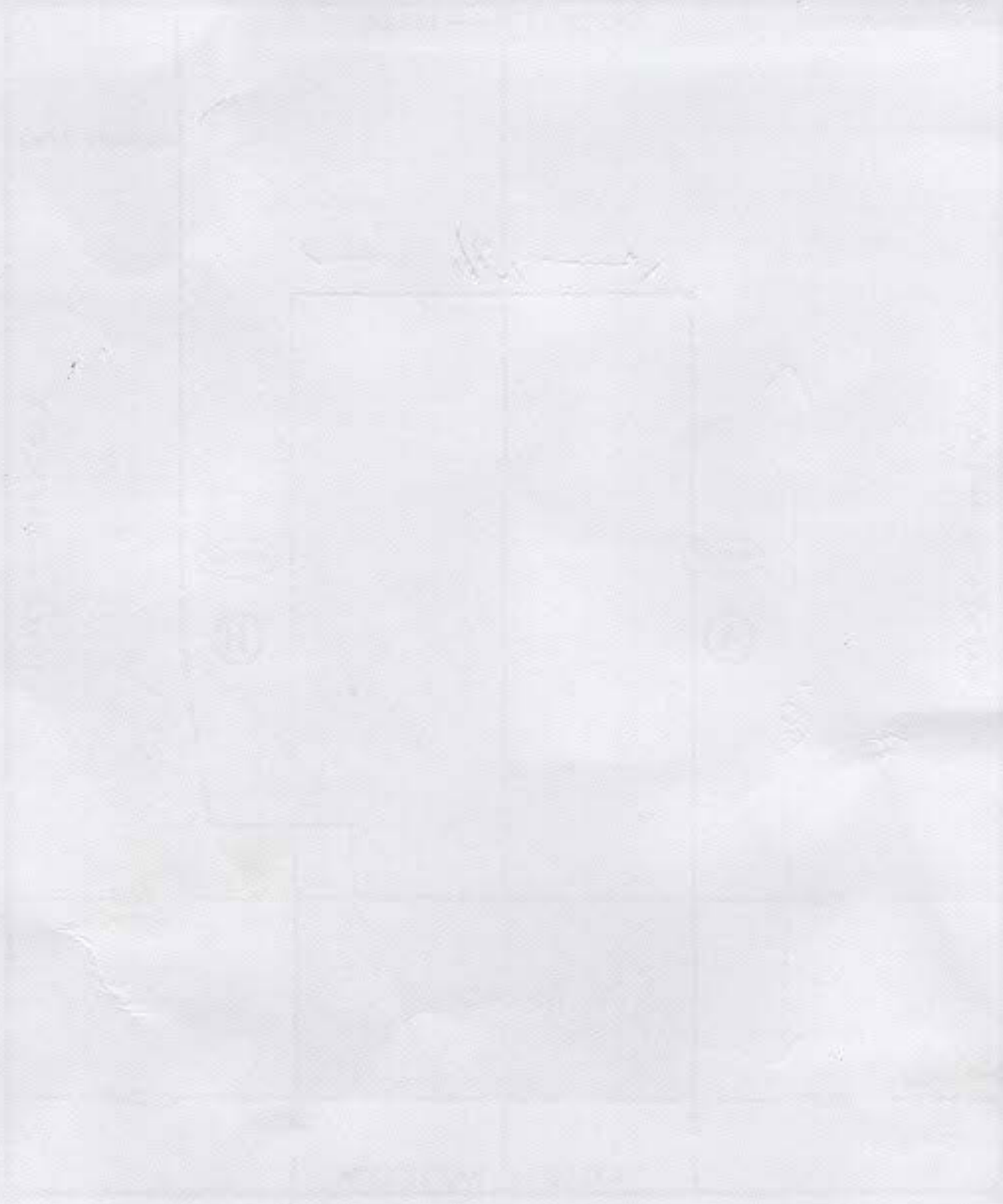
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GYMO

ARCHITECTURE, ENGINEERING
& LAND SURVEYING, P.C.

WARNING - UNAUTHORIZED ALTERATION OR
ADDITION TO A SURVEY MAP BEARING A
LICENSED LAND SURVEYOR'S SEAL IS A
VIOLATION OF SECTION 7209, SUBDIVISION 2,
OF THE NEW YORK STATE EDUCATION LAW.

1 2 3 4 5 6 7 8 9 10 11 12



Handwritten notes in the right margin, including the word "Hence" and some illegible text.

Handwritten notes in the bottom left corner, including the word "Hence" and some illegible text.

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Handwritten notes in the bottom right corner, including the word "Hence" and some illegible text.

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Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information							
Name of Action or Project: Rezoning 647 flower street to Industrial							
Project Location (describe and attach a location map): 647 Flower Street. End of road							
Brief Description of Proposed Action: 2400 square foot addition to existing garage. Use will be storage of construction materials, tools, and equipment.							
Name of Applicant or Sponsor: Scott Phelps General Contracting		Telephone: [REDACTED]					
		E-Mail: [REDACTED]					
Address: 647 Flower Street							
City/PO: Watertown		State: NY	Zip Code: 13601				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>NO</td> <td>YES</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </table>	NO	YES	☒	☐
NO	YES						
☒	☐						
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>NO</td> <td>YES</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </table>	NO	YES	☒	☐
NO	YES						
☒	☐						
3. a. Total acreage of the site of the proposed action?		.275 acres					
b. Total acreage to be physically disturbed?		.655 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.275 acres					
4. Check all land uses that occur on, are adjoining or near the proposed action:							
☐ Urban ☐ Rural (non-agriculture) ☒ Industrial ☒ Commercial ☒ Residential (suburban)							
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):							
☐ Parkland							

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-Eared Bat	NO	YES
	☐	☒
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☒	☐
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: The property has not been the subject of remediation of hazardous waste but the NYS DEC environmental site database includes parcels in the general vicinity that have been the subject of remediation for hazardous waste which is why this box is checked.	NO	YES
	☐	☒
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Scott Phelps</u> Date: <u>4/15/26</u> Signature:  Title: <u>owner of Scott Phelps Gen Cont.</u>		

**EXCERPT FROM JUNE 9, 2026
PLANNING COMMISSION MEETING MINUTES**

ZONE CHANGE- 647 FLOWER STREET, PARCEL NUMBER 4-19-101.000

The Planning Commission then considered a request submitted by Scott Phelps General Contracting, LLC to change the approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial. Scott Phelps attended to represent the request.

Ms. Capone asked the applicant if there was previously a building located on the property. Mr. Urda advised that there is a building on it now, and that the Zone Change would facilitate a future Site Plan Approval where the applicant would have an expandable footprint. Mr. Monaco recalled that the neighborhood was previously zoned Industrial. Mr. Urda replied that the entire neighborhood was zoned Residential as part of the 2023 zoning re-write. Ms. Capone asked if someone was there to speak on the Zone Change.

Mr. Phelps began by identifying himself as the owner of 647 Flower Street and said that he would like to construct an addition to the existing structure to gain covered storage for his construction company. He advised that when he purchased the property over a decade ago, it was zoned industrial. Mr. Monaco asked if Residential zoning was the best use of the land in this neighborhood.

Mr. Urda explained that Staff and the City's consultants looked at the entire City, parcel-by-parcel, and believed the most forward-looking use was to develop the remaining vacant land with residential uses. Mr. Monaco asked if there was City water provided to Flower Street. Mr. Phelps replied that there was water provided but stated that he did not think that it was City water service.

Mr. Lumbis advised that over the years, the residential homes in this area were unable to expand or even add on a deck due to the previous Industrial zoning, as it would have been an expansion of a nonconforming use, which is not allowed. He said that since most of the existing land uses in this neighborhood were residential in nature, Staff made the decision to zone it Residential. Mr. Urda continued to reinforce that the updated zoning allowed a for homeowners to expand without a difficult process.

Mrs. Capone then stated that it appeared that the Zone Change request was in harmony with the Comprehensive Plan. She stated that since the Planning Commission was just making a recommendation on this request, they do not have to complete the SEQOR form. She then asked for a motion to make a recommendation to City Council.

Ms. Godek then made a motion to recommend that the City Council approve the Zone Change request submitted by Scott Phelps General Contracting, LLC to change the approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial, Mrs. Blevins seconded the motion, and all voted in favor.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of
647 Flower Street, Parcel Number 4-19-101.000
from Residential to Industrial.

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by Council Member Robert O. Kimball

WHEREAS Scott Phelps General Contracting, LLC has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial, and

WHEREAS the Planning Commission of the City of Watertown considered the zone change request at its June 9, 2026 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on July 20, 2026, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 647 Flower Street, Parcel Number 4-19-101.000 shall be changed from Residential to Industrial, and

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

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

Seconded by Council Member Benjamin P. Shoen

Staff Report

June 20, 2026

To: Honorable Mayor and City Council

From: Brian MacCue, Superintendent of Public Works

Subject: Refuse Update and Request to Modify Two (2) Routes

Following the refuse program changes implemented on December 1, 2025, the Department of Public Works has gathered initial feedback from refuse operators and supervisory staff. This information is intended to provide context as the City continues evaluating refuse operations.

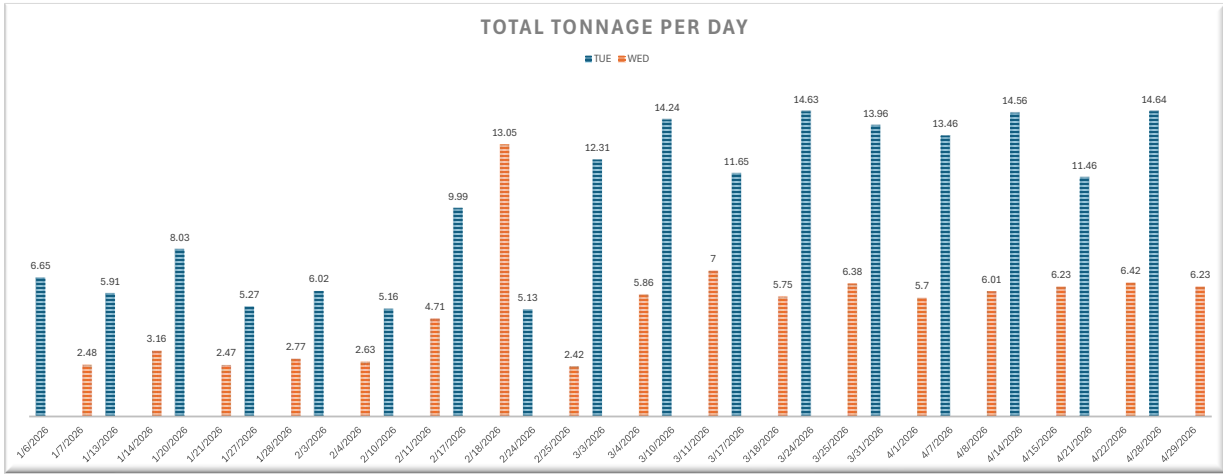
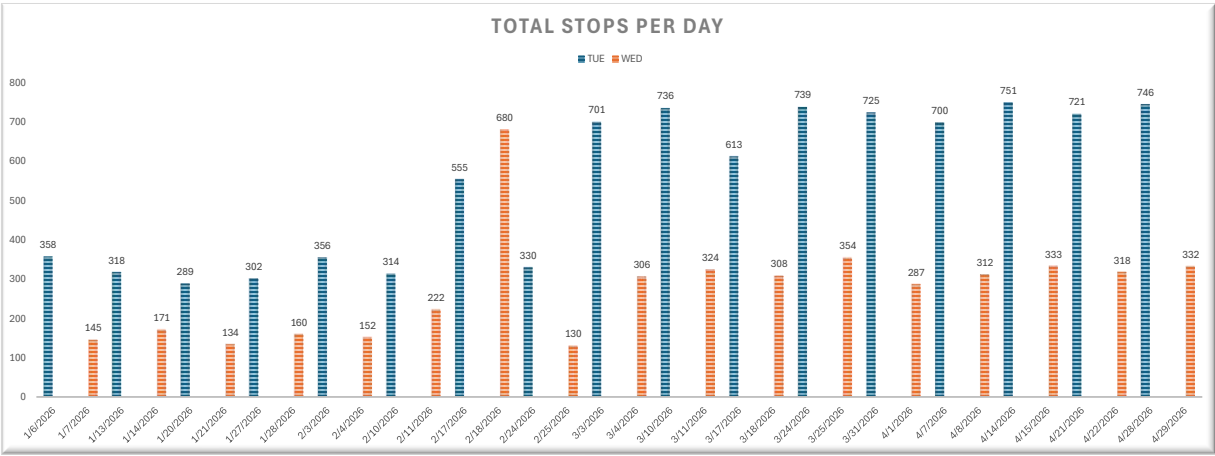
Overall, the transition to the new routes has produced positive results. The new route structure is functioning effectively and has generally balanced daily workloads. However, **collection volumes have shifted since implementation**. The Tuesday route has become significantly heavier, while Wednesday remains light. DPW recommends reassigning the area between State Street and Academy Street from Tuesday to Wednesday to improve workload distribution. The shift in the 2 routes will balance the volume/weight of materials picked and the time it takes to complete it daily. The attached graph illustrates the current number of refuse stops on Tuesdays and Wednesdays. As shown, Tuesday consistently carries a heavier workload than Wednesday. Reassigning fewer than 150 customers will create a more balanced distribution of daily stops while maintaining service levels.

Customer service has also strengthened. The City's website now provides clearer information, and weekly recycling collection has reduced material storage needs. Overall service quality is equal to or better than the previous system, and the City's pricing remains competitive in the market.

Operationally, the department is now better positioned for future growth, including the potential expansion of commercial services. Increased outreach has raised awareness of City refuse options, and revenue trends are positive. Recent fleet upgrades have enhanced reliability and reduced equipment downtime.

Staff is seeking City Council's feedback on the proposed route adjustment. If Council is supportive, the Department of Public Works anticipates implementing the change in October 2026. Fewer than 100 customers would be affected by the adjustment. Prior to implementation, those residents would receive advance notification through both a direct mailing and a door hanger identifying their new refuse collection day.

City staff will continue collecting feedback and monitoring system performance.



Date	Truck	Stops	Type	Tonage	Day
4/29/2026	(1-2501)	150	Refuse	2.87	WED
4/29/2026	(1-2)	182	Refuse	3.36	WED
4/28/2026	(1-2)	217	Refuse	3.9	TUE
4/28/2026	(1-2)	149	Refuse	3.2	TUE
4/28/2026	(1-2501)	380	Refuse	7.54	TUE
4/22/2026	(1-2501)	180	Refuse	3.4	WED
4/22/2026	(1-2)	138	Refuse	3.02	WED
4/21/2026	(1-1)	362	Refuse	3.97	TUE
4/21/2026	(1-2501)	359	Refuse	7.49	TUE
4/15/2026	(1-2501)	333	Refuse	6.23	WED
4/14/2026	(1-1)	204	Refuse	3.75	TUE
4/14/2026	(1-1)	159	Refuse	3.16	TUE
4/14/2026	(1-2501)	388	Refuse	7.65	TUE
4/8/2026	(1-2)	133	Refuse	2.6	WED
4/8/2026	(1-1)	179	Refuse	3.41	WED
4/7/2026	(1-2)	176	Refuse	3.54	TUE
4/7/2026	(1-1)	205	Refuse	3.71	TUE
4/7/2026	(1-1)	151	Refuse	3	TUE
4/7/2026	(1-2)	168	Refuse	3.21	TUE
4/1/2026	(1-2501)	126	Refuse	2.57	WED
4/1/2026	(1-1)	161	Refuse	3.13	WED
3/31/2026	(1-1)	202	Refuse	3.83	TUE
3/31/2026	(1-1)	109	Refuse	2.12	TUE
3/31/2026	(1-2501)	414	Refuse	8.01	TUE
3/25/2026	(1-2501)	155	Refuse	2.68	WED
3/25/2026	(1-2)	199	Refuse	3.7	WED
3/24/2026	(1-2)	225	Refuse	4.39	TUE
3/24/2026	(1-2)	145	Refuse	2.88	TUE
3/24/2026	(1-2501)	369	Refuse	7.36	TUE
3/18/2026	(1-2501)	133	Refuse	2.45	WED
3/18/2026	(1-2)	175	Refuse	3.3	WED
3/17/2026	(1-2)	184	Refuse	3.28	TUE
3/17/2026	(1-2)	129	Refuse	2.45	TUE
3/17/2026	(1-2501)	300	Refuse	5.92	TUE
3/11/2026	(1-2501)	139	Refuse	3.23	WED
3/11/2026	(1-1)	185	Refuse	3.77	WED
3/10/2026	(1-1)	211	Refuse	3.68	TUE
3/10/2026	(1-2501)	389	Refuse	7.72	TUE
3/10/2026	(1-1)	136	Refuse	2.84	TUE
3/4/2026	(1-2501)	134	Refuse	2.78	WED
3/4/2026	(1-1)	172	Refuse	3.08	WED
3/3/2026	(1-1)	203	Refuse	3.21	TUE
3/3/2026	(1-1)	130	Refuse	2.36	TUE

3/3/2026 (1-2501)	368 Refuse	6.74 TUE
2/25/2026 (1-1)	130 Refuse	2.42 WED
2/24/2026 (1-1)	200 Refuse	2.6 TUE
2/24/2026 (1-1)	130 Refuse	2.53 TUE
2/18/2026 (1-1)	143 Refuse	3.06 WED
2/18/2026 (1-1)	192 Refuse	3.47 WED
2/18/2026 (1-2)	138 Refuse	2.47 WED
2/18/2026 (1-2)	207 Refuse	4.05 WED
2/17/2026 (1-2)	63 Refuse	1.36 TUE
2/17/2026 (1-2)	160 Refuse	3.24 TUE
2/17/2026 (1-1)	130 Refuse	2.16 TUE
2/17/2026 (1-1)	202 Refuse	3.23 TUE
2/11/2026 (1-2)	60 Refuse	1.28 WED
2/11/2026 (1-2)	162 Refuse	3.43 WED
2/10/2026 (1-2)	103 Refuse	1.68 TUE
2/10/2026 (1-2)	211 Refuse	3.48 TUE
2/4/2026 (1-2)	152 Refuse	2.63 WED
2/3/2026 (1-2)	161 Refuse	3.04 TUE
2/3/2026 (1-2)	195 Refuse	2.98 TUE
1/28/2026 (1-1)	160 Refuse	2.77 WED
1/27/2026 (1-1)	115 Refuse	2.02 TUE
1/27/2026 (1-1)	187 Refuse	3.25 TUE
1/21/2026 (1-1)	134 Refuse	2.47 WED
1/20/2026 (1-1)	168 Refuse	2.69 TUE
1/20/2026 (1-1)	Refuse	3.02 TUE
1/20/2026 (1-1)	121 Refuse	2.32 TUE
1/14/2026 (1-1)	171 Refuse	3.16 WED
1/13/2026 (1-1)	194 Refuse	3.5 TUE
1/13/2026 (1-1)	124 Refuse	2.41 TUE
1/7/2026 (1-1)	145 Refuse	2.48 WED
1/6/2026 (1-1)	162 Refuse	3.48 TUE
1/6/2026 (1-1)	196 Refuse	3.17 TUE

Total Tuesday Stops	Total Wednesday Stops	Total Tuesday Tonage	Total Wednesday Tonage
11779	5471	224.37	108.63

July 20, 2026

To: The Honorable Mayor and City Council

From: Brian MacCue, DPW Superintendent

Subject: NYSDOT Roadway Department Safety Action Plan (RwDSAP) Grant Awards

The purpose of this report is to inform City Council that the City of Watertown has been awarded two grants through the New York State Department of Transportation's (NYSDOT) Roadway Department Safety Action Plan (RwDSAP) program.

Earlier this year, the Department of Public Works applied for funding through this new grant program, which provides municipalities with financial assistance for projects that improve roadway safety. The program funds up to 95% of eligible project costs.

The City was awarded funding for the following projects:

Molton Avenue Guardrail Replacement

The project will replace an outdated guardrail system along Molton Avenue. In addition to installing a new guardrail, the project includes necessary site preparation such as vegetation removal within the right-of-way, slope stabilization, shoulder reconstruction, and associated design and inspection services. Replacing the guardrail will improve safety for motorists traveling this corridor.

Public Square Striping

The project will replace existing water-based pavement markings in Public Square with longer-lasting epoxy striping. The current pavement markings require frequent repainting due to winter maintenance operations. Epoxy striping is expected to last approximately three to five years longer, improving roadway visibility while reducing future maintenance costs.

The total project awards are as follows:

Project	Award Amount	Estimated Local Share
Molton Avenue Guardrail Replacement	\$245,000	Approximately \$15,000
Public Square Striping	\$285,000	Approximately \$15,000

The Department of Public Works has advised that portions of the required local match may be eligible for reimbursement through the City's CHIPS funding program, depending on the eligibility of the work performed.

These projects were not previously budgeted but were identified as worthwhile safety improvements if outside funding became available. The anticipated schedule is to complete project design by 2027, with construction expected by 2030.

These awards represent approximately **\$530,000** in state funding that will allow the City to complete important roadway safety improvements while minimizing the impact on local taxpayers.

Staff Report

July 20, 2026

To: The Honorable Mayor and City Council

From: Brandi Smith, Transit Director

Subject: CitiBus Carry-On Items Policy and Passenger Code of Conduct Enforcement

This report is being provided to inform the Mayor and City Council that CitiBus will begin consistent enforcement of its existing Carry-On Items Policy and Passenger Code of Conduct following a two-week public education period. These policies are not new but have not been consistently enforced since COVID.

To improve passenger safety, accessibility, and consistency in enforcement, CitiBus will begin full enforcement of its Carry-On Items Policy and Passenger Code of Conduct on July 13, 2026.

Over the past two weeks, CitiBus has provided notice to passengers through postings on all buses, at the Transfer Center, and on the CitiBus website. The decision to resume consistent enforcement is based on ongoing safety concerns related to blocked aisles, emergency exits, mobility device securement areas, and the safe movement of passengers throughout the vehicle.

- The policies are intended to ensure aisles, doorways, emergency exits, and mobility device securement areas remain clear and accessible.
- Consistent enforcement will help improve safety for passengers, operators, and emergency responders.
- Passengers will be required to maintain control of their belongings and transport only items that can be safely accommodated onboard.
- The Passenger Code of Conduct establishes clear expectations for safe and respectful behavior while utilizing transit services.

As enforcement begins, staff anticipate receiving questions and concerns from some passengers who may be affected by these requirements. However, the primary goal of these policies is to maintain a safe, accessible, and reliable transit system for all riders.

Please feel free to contact me if you have any questions or require additional information.

Attachments:

- Carry-On Items Policy Notice
- Passenger Code of Conduct Notice

CARRY-ON ITEMS POLICY

For the safety and accessibility of all passengers.

✓ ALLOWED



Carts within
size limits



Items completely
contained within
carts or bags



Personal belongings
kept under the
passenger's control



Wheelchair
securement areas
available when needed

MAXIMUM CART SIZE:
30" H x 18" W x 18" D
(excluding wheels and handles)

- All items must remain under the passenger's control at all times.
- Passengers are limited to items that can be boarded in a **single trip**.

✗ NOT ALLOWED



Oversized carts
exceeding:
30" H x 18" W x 18" D
(excluding wheels
and handles)



Items protruding
from, hanging from,
or attached to the
outside of **carts**
and walkers.



Items blocking
aisles, doorways,
emergency exits,
or walkways



Personal
belongings
occupying
additional
passenger seats



Multiple
boarding trips
to load
belongings



Items creating
a safety hazard
or interfering with
passenger
movement



- Wheelchair securement areas must be vacated when needed for passengers using mobility devices.



- Aisles, doorways, emergency exits, and walkways must remain clear at all times.



- Strollers must not block aisles, doorways, emergency exits, or passenger movement.



- CitiBus personnel will determine whether items can be safely transported.

FAILURE TO COMPLY MAY RESULT IN:



DENIAL OF
BOARDING



REMOVAL FROM
THE VEHICLE



SUSPENSION
OF SERVICE



REFERRAL TO
LAW ENFORCEMENT

*Thank you for helping keep CitiBus safe,
accessible, and reliable for everyone.*



Questions or concerns?
Call Watertown CitiBus:
315-785-7772

CitiBus

PASSENGER CODE OF CONDUCT

Thank you for helping us keep CitiBus safe, respectful and accessible for all.

FARES & PAYMENT

- Pay the correct fare before taking a seat.
- Reduced fare passengers must show valid ID when requested.
- Operators do not make change.
- Use passes and transfers in accordance with CitiBus policies.

PASSENGER CONDUCT

PLEASE:

- ✓ Follow instructions from CitiBus personnel.
- ✓ Be respectful of others and our employees.
- ✓ Keep the bus clean.
- ✓ Keep hands, feet and belongings to yourself.

PLEASE DO NOT:

- ✗ Use abusive, threatening or discriminatory language.
- ✗ Fight, threaten or harass others.
- ✗ Play music or audio without headphones.
- ✗ Smoke, vape, use tobacco, alcohol or illegal drugs.
- ✗ Litter, vandalize or damage property.
- ✗ Distract the operator while the bus is in motion.

PRIORITY SEATING

Priority seating is for seniors and individuals with disabilities.

Please move when requested.

Wheelchair securement areas must remain available.

CARRY-ON ITEMS, CARTS & STROLLERS

For everyone's safety, items must be controlled by the passenger and may not block aisles, doorways, emergency exits or wheelchair securement areas.



Items must fit on your lap, under your seat, or between your feet without blocking the aisle.



Carts may not exceed 30" H x 18" W x 18" D (excluding wheels and handles).



All items must fit completely inside. Nothing may protrude, hang from or be attached outside.



Do not block aisles, doorways, emergency exits or vehicle walkways.



Fold strollers when practical. Do not block aisles or doorways.



Do not use additional seats for bags or packages.



Mobility aids (wheelchairs, walkers, canes, etc.) are permitted in accordance with the ADA. When practical and not needed for immediate use, items should be folded or positioned to minimize obstruction.



SERVICE ANIMALS

Service animals are welcome in accordance with the ADA.



FOR YOUR SAFETY

- Stay seated while the bus is in motion.
- Keep aisles and steps clear.
- Do not extend body parts or belongings out of windows.
- Do not interfere with emergency equipment.



CITIBUS AUTHORITY

CitiBus personnel determine what is safe and appropriate. You must follow their instructions.



VIOLATIONS OF THIS CODE OF CONDUCT MAY RESULT IN:

- Being asked to correct the issue
- Removal from the bus or facility
- Denial of future service
- Suspension from service

Criminal activity will be reported to law enforcement.

Your cooperation helps keep CitiBus safe and reliable for our entire community.

Questions or concerns? Contact Watertown CitiBus: **315-785-7772** | www.watertown-ny.gov/citibus

July 13, 2026

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – June 2026

Sales tax revenue was up \$285,553 or 11.78% compared to last June. In comparison to the budget projection for the month, sales tax was up \$315,323 or 13.17%. For the quarter, which is the true measurement period for how sales tax is performing, sales tax was up \$527,666 or 8.27% compared to the same quarter last year. On a budget basis the quarterly sales tax was up \$876,521 or 14.53%. The year-to-date actual receipts finished up \$1,475,650 or 7.01%, while the year-to-date receipts on a budget basis finished up \$2,344,526 or 9.55%.

	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Actual 2024-25</u>	<u>Actual 2025-26</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 2,035,333	\$ 2,353,567	\$ 2,143,817	\$ 2,284,149	\$ 140,332	6.55%	
August	\$ 2,008,482	\$ 2,186,214	\$ 2,158,407	\$ 2,332,892	\$ 174,485	8.08%	
September	\$ 2,757,376	\$ 2,490,458	\$ 2,615,865	\$ 2,729,060	\$ 113,195	4.33%	6.19%
October	\$ 1,847,562	\$ 1,907,106	\$ 1,867,195	\$ 1,961,987	\$ 94,792	5.08%	
November	\$ 1,818,188	\$ 1,904,366	\$ 1,893,395	\$ 1,987,560	\$ 94,165	4.97%	
December	\$ 2,232,223	\$ 2,223,964	\$ 2,437,266	\$ 2,764,330	\$ 327,065	13.42%	8.33%
January	\$ 1,849,036	\$ 1,851,962	\$ 1,888,207	\$ 2,055,079	\$ 166,872	8.84%	
February	\$ 1,643,774	\$ 1,645,921	\$ 1,638,527	\$ 1,635,548	\$ (2,979)	(0.18%)	
March	\$ 2,041,305	\$ 1,899,459	\$ 2,114,743	\$ 2,240,353	\$ 125,610	5.94%	5.13%
April	\$ 1,888,370	\$ 1,908,041	\$ 1,970,112	\$ 2,126,273	\$ 156,161	7.93%	
May	\$ 1,835,982	\$ 1,970,375	\$ 1,987,411	\$ 2,073,364	\$ 85,952	4.32%	
June	<u>\$ 2,566,086</u>	<u>\$ 2,542,299</u>	<u>\$ 2,423,378</u>	<u>\$ 2,708,931</u>	<u>\$ 285,553</u>	11.78%	8.27%
YTD	<u>\$ 24,614,716</u>	<u>\$ 24,883,732</u>	<u>\$ 25,138,323</u>	<u>\$ 26,899,526</u>	<u>\$ 1,475,650</u>	<u>7.01%</u>	

	<u>Original Budget 2025-26</u>	<u>Actual 2025-26</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July	\$ 2,117,019	\$ 2,284,149	\$ 167,130	7.89%	
August	\$ 2,131,427	\$ 2,332,892	\$ 201,465	9.45%	
September	\$ 2,583,166	\$ 2,729,060	\$ 145,894	5.65%	7.53%
October	\$ 1,843,855	\$ 1,961,987	\$ 118,132	6.41%	
November	\$ 1,869,728	\$ 1,987,560	\$ 117,832	6.30%	
December	\$ 2,406,800	\$ 2,764,330	\$ 357,530	14.86%	9.70%
January	\$ 1,864,605	\$ 2,055,079	\$ 190,474	10.22%	
February	\$ 1,618,045	\$ 1,635,548	\$ 17,503	1.08%	
March	\$ 2,088,308	\$ 2,240,353	\$ 152,045	7.28%	6.46%
April	\$ 1,789,981	\$ 2,126,273	\$ 336,292	18.79%	
May	\$ 1,848,458	\$ 2,073,364	\$ 224,906	12.17%	
June	<u>\$ 2,393,608</u>	<u>\$ 2,708,931</u>	<u>\$ 315,323</u>	13.17%	14.53%
YTD	<u>\$ 24,555,000</u>	<u>\$ 26,899,526</u>	<u>\$ 2,344,526</u>	<u>9.55%</u>	

New York State sales tax distribution methodology: Monthly sales tax payments are prorated to all the jurisdictions using a percentage based on the collections from the prior year. It is important to note that most of the sales tax collections are received as monthly payments. It is not until when sales tax returns are filed in the months of March, June, September, and December that the monthly payment for each business is un-prorated and distributed per the return to the proper jurisdiction. This un-proration and re-distribution is the quarterly reconciliation process that results in how sales tax truly performed for the quarter.

July 13, 2026

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – June 2026

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last June, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$167,812 or 37.15%. In comparison to the budget projection for the month, revenue was down \$145,756 or 33.93%. The year-to-date actual revenue finished down \$1,316,606 or 21.44%, while the year-to-date revenue on a budget basis finished down \$702,057 or 12.71%.

	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Actual</u> <u>2024-25</u>	<u>Actual</u> <u>2025-26</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 165,435	\$ 380,883	\$ 793,352	\$ 152,826	\$ (640,526)	(80.74%)
August	\$ 157,460	\$ 26,670	\$ 688,115	\$ 3,512	\$ (684,603)	(99.49%)
September	\$ 442,559	\$ 181	\$ 145,453	\$ 1,909	\$ (143,543)	(98.69%)
October	\$ 216,702	\$ 184,779	\$ 79,259	\$ 38,607	\$ (40,652)	(51.29%)
November	\$ 373,674	\$ 682,240	\$ 209,619	\$ 728,745	\$ 519,126	247.65%
December	\$ 533,542	\$ 826,789	\$ 542,585	\$ 332,508	\$ (210,077)	(38.72%)
January	\$ 522,759	\$ 533,340	\$ 359,155	\$ 445,132	\$ 85,976	23.94%
February	\$ 477,279	\$ 626,162	\$ 195,739	\$ 193,678	\$ (2,061)	(1.05%)
March	\$ 612,321	\$ 923,928	\$ 747,418	\$ 714,395	\$ (33,024)	(4.42%)
April	\$ 872,321	\$ 785,870	\$ 905,006	\$ 924,149	\$ 19,142	2.12%
May	\$ 471,237	\$ 446,726	\$ 1,022,190	\$ 1,003,638	\$ (18,552)	(1.81%)
June	<u>\$ 234,979</u>	<u>\$ 377,657</u>	<u>\$ 451,656</u>	<u>\$ 283,845</u>	<u>\$ (167,812)</u>	<u>(37.15%)</u>
YTD	<u>\$5,080,268</u>	<u>\$5,795,225</u>	<u>\$6,139,548</u>	<u>\$4,822,943</u>	<u>\$ (1,316,606)</u>	<u>(21.44%)</u>

	<u>Original</u> <u>Budget</u> <u>2025-26</u>	<u>Actual</u> <u>2025-26</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 352,202	\$ 152,826	\$ (199,376)	(56.61%)	\$ 21,157
August	\$ 159,603	\$ 3,512	\$ (156,091)	(97.80%)	\$ 45,825
September	\$ 151,765	\$ 1,909	\$ (149,856)	(98.74%)	\$ 41,838
October	\$ 344,078	\$ 38,607	\$ (305,471)	(88.74%)	\$ 40,642
November	\$ 641,102	\$ 728,745	\$ 87,643	13.67%	\$ -
December	\$ 548,789	\$ 332,508	\$ (216,281)	(39.41%)	\$ -
January	\$ 409,739	\$ 445,132	\$ 35,393	8.64%	\$ -
February	\$ 324,176	\$ 193,678	\$ (130,498)	(40.26%)	\$ -
March	\$ 607,067	\$ 714,395	\$ 107,328	17.68%	\$ -
April	\$ 893,601	\$ 924,149	\$ 30,548	3.42%	\$ -
May	\$ 663,278	\$ 1,003,638	\$ 340,360	51.31%	\$ -
June	<u>\$ 429,600</u>	<u>\$ 283,845</u>	<u>\$ (145,756)</u>	<u>(33.93%)</u>	<u>\$ -</u>
YTD	<u>\$5,525,000</u>	<u>\$4,822,943</u>	<u>\$ (702,057)</u>	<u>(12.71%)</u>	<u>\$ 149,462</u>

Staff Report

July 20, 2026

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: New York State Pro-Housing Community Recertification

The New York State Department of Homes and Community Renewal (HCR) recently informed the City of Watertown in correspondence dated July 7, 2026, that the City has maintained its status as a Pro-Housing Community for 2026.

New York State's Pro-Housing Community Program, which HCR administers, allows certified cities to apply for various state grants, such as the NY Forward program, the Regional Council Capital Fund, the New York Main Street program and the Public Transportation Modernization Enhancement Program. Pro-Housing certification is a prerequisite for applying for any of these grants.

The City of Watertown originally applied and attained Pro-Housing certification in 2024 and has maintained it every year since. The original certification required the City to pledge to streamline housing permitting, adopt policies that promote Fair Housing, consider housing needs when making decisions, increase development capacity for residential uses and enact policies that encourage a broad range of housing developments. The City is required to uphold that original pledge even though it is not repledged every year.

To achieve recertification, the City was required to submit Certificates of Occupancy issued by the City Bureau of Code Enforcement and a copy of the City's Zoning Map, which allow HCR to verify the City's commitment to its Pro-Housing pledge.