

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, May 20, 2019

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, May 20, 2019, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Accepting Bid for Waste Water Treatment Plant Chemical Building Roof Replacement Project
- Resolution No. 2 - Rejecting all Bids for Waste Water Treatment Plant Truck Scale Project
- Resolution No. 3 - Adopting the Amendment to the City of Watertown's Community Development Block Grant 2017 Annual Action Plan
- Resolution No. 4 - Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2019
- Resolution No. 5 - Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot at 949 Main Street West, Parcel Number 1-17-402.001
- Resolution No. 6 - Approving Change Order No. 1 – North Side Flynn Pool Filtration Replacement

ORDINANCES

LOCAL LAW

PUBLIC HEARING

- | | |
|-----------|---|
| 7:30 p.m. | 2019-20 Operating Budgets |
| 7:30 p.m. | 2019-20 through 2023-24 Capital Budget |
| 7:30 p.m. | Proposed Local Law No. 1 of 2019 - A Local Law
Overriding the Tax Levy Limit Established by New York
General Municipal Law §3-c |

OLD BUSINESS

STAFF REPORTS

1. NYSDEC Municipal Separate Storm Sewer Systems (MS4) Annual Report

NEW BUSINESS

EXECUTIVE SESSION

1. The proposed acquisition, sale or lease of real property when publicity would affect the value thereof.
2. To discuss the employment history of a particular individual.

WORK SESSION

Budget Work Sessions:

ADJOURNMENT

Adjourn meeting

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
JUNE 3, 2019.**

Res No. 1

May 15, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager
Subject: Accepting Bid for WWTP Chemical Building Roof Replacement



The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for labor, equipment and material necessary to perform the WWTP Chemical Building Roof Replacement Project, per City specifications.

Invitations to bid were also issued to Bid Net, with six (6) bids being received that were publicly opened and read in the Purchasing Department on Tuesday, May 7, 2019 at 2:00 p.m.

The Purchasing Department reviewed the bids received with City Engineering, and it is their recommendation that the award be issued to Sands Brothers in the amount of \$54,000 as the lowest qualifying bidder meeting City specifications, to include the Alternate of additional/upper roof on the building. Sands Brothers has done satisfactory business with the City before. The other bids received are detailed in the attached report of Purchasing Manager Dale Morrow. Funding is included in the Approved FY 2018-2019 Budget.

A Resolution for City Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Waste Water Treatment Plant Chemical Building Roof Replacement Project

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

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for labor, equipment and material necessary to perform the WWTP Chemical Building Roof Replacement Project, as per City specifications, and

WHEREAS bid invitations were also issued to Bid Net with six (6) sealed bids submitted to the Purchasing Department, and

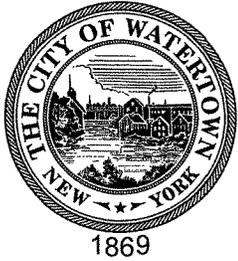
WHEREAS on Tuesday, May 2, 2019, at 2:00 p.m., the bids received were publicly opened and read, and

WHEREAS the City Purchasing Department reviewed the bids received with City Engineering, and it is their recommendation that the City Council accept the bid submitted by Sands Brothers in the amount of \$54,000,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Sands Brothers in the amount of \$54,000 for labor, equipment and material necessary to perform the WWTP Chemical Building Roof Replacement Project as the lowest qualified bidder meeting our specifications, to include the Alternate of additional/upper roof on the building, and

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

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Dale Morrow
Purchasing Manager

MEMORANDUM

TO: Richard M. Finn, City Manager
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid 2019-18 – WWTP Chemical Building Roof Replacement Project
DATE: 05/08/19

The City's Purchasing Department advertised in the Watertown Daily Times on April 16, 2019, calling for sealed bids for the labor, materials and equipment necessary to perform the WWTP Chemical Building Roof Replacement Project, as per City specifications.

This WWTP Chemical Building Roof Replacement Project is part of the 2018-19 Budget, pg 330 in the amount of \$55,000.00.

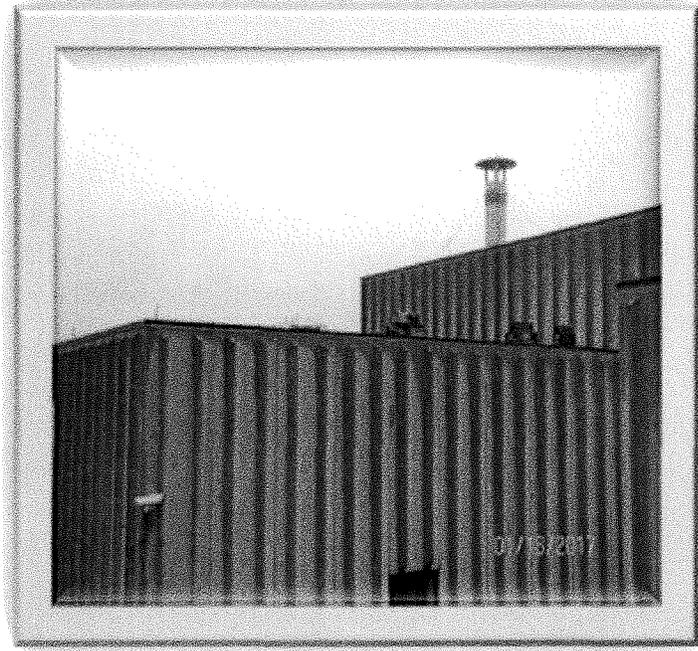
The Purchasing Department issued Invitations to Bid to Bid Net. The City received six (6) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on May 7, 2019, at 2:00 pm local time. The bid tabulation for the bid is shown below.

WWTP Roof Replace Project	Sands Brothers Antwerp, NY	WCA Roofing E. Syracuse, NY	J&B Installations Skaneateles Falls, NY	Elmer W Davis Rochester, NY	Titan Roofing Springfield, MA	DeWald Roofing Central Square, NY
Total Bid Price	\$30,000.00	28,700.00	61,400.00	54,700.00	60,845.00	43,700.00
Total Bid Price w/ Alternate	\$54,000.00	22,300.00	104,400.00	85,400.00	98,960.00	29,970.00

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

Staff recommends that City Council award the bid for the WWTP Chemical Building Roof Replacement Project to **Sands Brothers** for **\$54,000.00** as the lowest responsive responsible bidder. WCA Roofing and DeWald Roofing did not add their "Total Bid Price with Alternate" together on the bid page and as a result they are pulling their bids. Sands Brothers has done satisfactory business with the City before. If there are any questions concerning this recommendation, please contact me at your convenience.

FISCAL YEAR 2018-2019
 CAPITAL BUDGET
 VEHICLES AND EQUIPMENT
 WASTEWATER TREATMENT FACILITY

PROJECT DESCRIPTION	COST
<p>Chemical Building Roof</p> <p>This is a two separate level roof system on the chemical building. This is the original roof from 1989. The roof over the Ferric Chloride room is currently showing wear and leaks.</p> <div style="text-align: center;">  </div> <p>Funding to support this project will be through a transfer from the Sewer Fund (G.9950.0900).</p>	<p>\$55,000</p>
TOTAL	\$55,000

Res No. 2

May 15, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager
Subject: Rejecting Bids for Waste Water Treatment Plant Truck Scale Project



The City Purchasing Department has advertised and received sealed bids for labor, materials and equipment necessary to perform the Waste Water Treatment Plant Truck Scale Project, per City specifications.

Notifications of this bid were also issued to Bid Net, with two (2) bids received and publicly opened and read in the City Purchasing Department on Thursday, April 18, 2019, at 11:00 a.m.

City Purchasing Manager Dale Morrow reviewed the bids received with the Engineering Department, and it is their recommendation that the City Council reject the bids received. As noted in the attached report of Ms. Morrow, Staff recommends that City Council reject the bids so that the Project Scope can be reevaluated, and the project will be re-bid.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Rejecting all Bids for Waste Water Treatment Plant Truck Scale Project

Introduced by

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa a.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

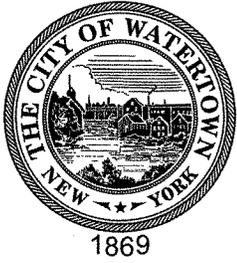
WHEREAS the City Purchasing Department has advertised and received sealed bids for labor, materials and equipment necessary to perform the Waste Water Treatment Plant Truck Scale Project, per City specifications, and

WHEREAS invitations to bid also were issued to Bid Net with two (2) bids received and publicly opened and read in the City Purchasing Department on Thursday, April 18, 2019, at 11:00 a.m., and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bids received with the Engineering Department, and it is their recommendation that the City Council reject all bids,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown rejects the bids received for labor, materials and equipment necessary to perform the Waste Water Treatment Plant Truck Scale Project, per City specifications, in order for the project scope to be reevaluated and to allow a re-bid.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL DMorrow@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Dale Morrow
Purchasing Manager

MEMORANDUM

TO: Richard M. Finn, City Manager
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid 2019-07 – WWTP Truck Scale Project
DATE: 04/29/19

The City's Purchasing Department advertised in the Watertown Daily Times on February 26, 2019, calling for sealed bids for the labor, materials and equipment necessary to perform the WWTP Truck Scale Project, as per City specifications.

The Purchasing Department issued Invitations to Bid to Bid Net. The City received two (2) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on April 18, 2019, at 11:00 am local time. The bid tabulation for the bid is shown below.

WWTP Truck Scale	Continental Construction Gouverneur, NY	DC Building System Watertown, NY
Total Bid Price	\$263,114.28	\$323,987.57

The two submitted bids were over the Engineering Department's estimate of \$150,000.00.

Staff recommends that City Council reject the bids for the WWTP Truck Scale Project. The Project Scope will be reevaluated and another bid will be submitted later in the year. If there are any questions concerning this recommendation, please contact me at your convenience.

May 20, 2019

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

On July 17, 2017, the City Council adopted the City’s CDBG 2017 Annual Action Plan. The plan included various projects for the 2017-2018 fiscal year including an owner-occupied housing rehabilitation program, a rental housing rehabilitation program, a homebuyer program, a sidewalk and ADA ramp project, fair housing education and the ADA Transition Plan - Existing Conditions Data Collection and Analysis. Many of the projects have been completed or are near completion; however, there have been changes in the cost of several projects that necessitate an amendment to the plan to reflect the various budget changes.

The list of projects and their original budgets are listed in the table on the left. The list of projects and their revised budgets are shown in the table on the right.

Project	Original Budget
Owner Occupied Rehab	\$256,100.00
Rental Rehab	\$102,400.00
Homebuyer Program	\$128,000.00
Near East Demolition	\$102,400.00
Near East Sidewalks Phase 3	\$77,000.00
ADA Ramps Phase 3	\$49,200.00
Bus Shelters	\$10,200.00
Point-in-Time Outreach	\$8,200.00
Fair Housing 2017	\$4,100.00
Backpack Program	\$5,100.00
ADA Transition Plan Data Collection and Analysis	\$30,700
Planning and Admin.	\$46,105
Total	\$819,505.00

Project	Proposed Budget
Owner Occupied Rehab	\$256,100.00
Rental Rehab	\$102,400.00
Homebuyer Program	\$128,000.00
Near East Demolition	\$103,400.93
Near East Sidewalks Phase 3	\$77,000.00
ADA Ramps Phase 3	\$41,113.00
Bus Shelters	\$18,248.27
Point-in-Time Outreach	\$8,200.00
Fair Housing 2017	\$4,100.00
Backpack Program	\$5,100.00
ADA Transition Plan Data Collection and Analysis	\$29,737.80
Planning and Admin.	\$46,105
Total	\$819,505.00

In addition to modifying four budget line items as detailed above, the City also proposes to modify the scope of one project. The ADA Transition Plan project had a

budget of \$30,700 and consisted of hiring student interns from Clarkson University to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The project only used half of its allotted budget, and the City proposes to re-program the remainder to hire new interns from Clarkson to complete the next phase of data collection for our ADA Transition Plan: City Buildings and Facilities. As part of the amendment, Staff is also proposing to modify the scope of the project.

A Public Hearing on the proposed amendment was held by the City Council on May 6, 2019. In addition to the public hearing, a legal notice was published for a 30-day public comment period that was held between April 9, 2019 and May 8, 2019. The draft amendment has also been available for review on the City's website at <https://www.watertown-ny.gov/DocumentView.asp?DID=1692>.

The City received one comment during the public hearing, where a resident asked if the City could use this money to repair roads. Other than this comment received at the public hearing, the City did not receive any comments during the 30-day public comment period.

The next step needed to complete the amendment is for the City Council to consider the attached resolution. The resolution adopts the amendment to the City of Watertown's CDBG Program Annual Action Plan for Program Year 2017 and authorizes submitting it to HUD.

ACTION: The City Manager recommends approval.

A handwritten signature in black ink, appearing to be 'R. P. ...', is written over the text of the action item.

May 20, 2019

Resolution No. 3

Page 1 of 1

Adopting the Amendment to the City of Watertown's Community Development Block Grant 2017 Annual Action Plan

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

YEA	NAY

Introduced by

Total

WHEREAS on July 17, 2017, the City Council adopted a resolution approving the City's Annual Action Plan for Program Year 2017 for its Community Development Block Grant (CDBG) Program, and

WHEREAS the approved plan included various projects including an owner occupied housing rehabilitation program, a rental housing rehabilitation program, a homebuyer program, a sidewalk and ADA ramp project, fair housing education and the ADA Transition Plan - Existing Conditions Data Collection and Analysis, and

WHEREAS there have been changes in the cost of several projects that necessitate amending the plan to reflect the various budget changes, and

WHEREAS Staff conducted outreach efforts with local constituency groups and the City Council held a public hearing on May 6, 2019, to solicit public comments regarding the proposed amendment, and

WHEREAS the draft amendment to the 2017 Annual Action Plan was completed and published on April 9, 2019, and was made available to the public for review and placed in various offices at City Hall, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority offices and on the City's website, and

WHEREAS a 30-day public comment period for the draft amendment to the 2017 Annual Action Plan was held between April 9, 2019 and May 8, 2019, after a notice of the comment period was published in the *Watertown Daily Times*,

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts the Amendment to the City of Watertown's CDBG Program Annual Action Plan for Program Year 2017, a copy of which is attached and made part of this resolution, and authorizes the submission of the amendment to HUD.

Seconded by



**Community Development
Block Grant
Entitlement Communities Program**

**AMENDMENT TO:
Annual Action Plan
Program Year 2017**

**Prepared by the City of Watertown
Planning & Community Development Department
245 Washington Street
Watertown, NY 13601**

**Originally Adopted – July 17, 2017
Amendment Adopted – _____/ _____**



**PROPOSED AMENDMENT
TO THE CITY OF WATERTOWN'S
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2017 ANNUAL ACTION PLAN
DRAFT – APRIL 8, 2019**

On July 17, 2017, the City Council of the City of Watertown adopted the City's Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2017. The plan included various projects for the 2017-2018 fiscal year, including a project called Bus Shelter Installation and Replacement 2017.

The list of projects and their originally approved budget amounts are listed below:

Proposed Project	Approved Budget
Owner-Occupied Housing Rehabilitation 2017	\$256,100.00
Rental Housing Rehabilitation Program 2017	\$102,400.00
Homebuyer Program 2017	\$128,000.00
Near East Target Area Demolition Project	\$102,400.00
Near East (Huntington St.) Sidewalk Project - Phase 3	\$77,000.00
ADA Accessible Ramp Construction Project Phase 3	\$49,200.00
Bus Shelter Installation and Replacement 2017	\$10,200.00
Point-in-Time Outreach and Education Initiative 2017	\$8,200.00
Fair Housing Education Project 2017	\$4,100.00
Watertown City School District Backpack Program 2017	\$5,100.00
ADA Transition Plan - Existing Conditions Data Collection and Analysis	\$30,700
Planning and Administration	\$46,105
Total	\$819,505.00

CDBG regulations and our Citizen Participation Plan allow some flexibility for changes in project costs as the City implements the various programs and projects. The City may increase or decrease individual budget line items by up to 25 percent without amending the Annual Action Plan. However, in the case of the Bus Shelter Installation and Replacement 2017 project, Staff estimates the final actual costs will represent a 79 percent increase over the originally budgeted amount, thereby necessitating an amendment.

The cost of the Near East Target Area Demolition Project was also higher than originally estimated. In order to make up the shortfall in both the Bus Shelter and Demolition projects, the City is proposing to decrease the budget in the ADA Ramp Construction project from \$49,200 to \$41,113 and to decrease the budget in the ADA Transition Plan project from \$30,700 to \$29,737.80.

Below is the revised CDBG Program Year 2017 Annual Action Plan budget, following all proposed revisions:

Proposed Project	Amended Budget
Owner-Occupied Housing Rehabilitation 2017	\$256,100.00
Rental Housing Rehabilitation Program 2017	\$102,400.00
Homebuyer Program 2017	\$128,000.00
Near East Target Area Demolition Project	\$103,400.93
Near East (Huntington St.) Sidewalk Project - Phase 3	\$77,000.00
ADA Accessible Ramp Construction Project Phase 3	\$41,113.00
Bus Shelter Installation and Replacement 2017	\$18,248.27
Point-in-Time Outreach and Education Initiative 2017	\$8,200.00
Fair Housing Education Project 2017	\$4,100.00
Watertown City School District Backpack Program 2017	\$5,100.00
ADA Transition Plan - Existing Conditions Data Collection and Analysis	\$29,737.80
Planning and Administration	\$46,105
Total	\$819,505.00

In addition to modifying four budget line items as detailed above, the City also proposes to modify the scope of one project. The ADA Transition Plan project had a budget of \$30,700 and consisted of hiring student interns from Clarkson University to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The project only used half of its allotted budget, and the City proposes to re-program the remainder to hire new interns from Clarkson to complete the next phase of data collection for our ADA Transition Plan: City Buildings and Facilities. Therefore, the City also proposes to modify the scope of the project. The revised project description for the ADA Transition Plan project is as follows:

ADA Transition Plan – Existing Conditions Data Collection and Analysis

The City of Watertown City of Watertown proposes to apply CDBG funds toward the preparation of an ADA Transition Plan. Specifically, the City proposes to use CDBG funds to pay for the labor costs of four interns that the City plans to hire to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The City also proposes to use CDBG funds to pay for the labor costs of two interns that the City plans to hire to perform data collection on City buildings and facilities that citizens frequently visit. The ADA Transition Plan will allow us to develop priorities and properly plan future ADA ramp reconstruction that the City currently implements using CDBG funding, as well as perform the same prioritization of ADA-mandated upgrades to City buildings and facilities.

Citizen Participation

The City's Community Development Block Grant Program has an adopted Citizen Participation Plan that outlines various steps that the City must take in order to engage the public in the development of our Annual Action Plans and any amendments to them. While developing this amendment to the City's Program Year 2017 Annual Action Plan, the City Council has scheduled a public hearing on the proposed amendment for Monday, May 6, 2019 at 7:30 p.m. in the City Council Chamber of City Hall. On April 5, 2019, the City advertised in the *Watertown Daily Times* to notify the public of the public hearing date and time and to announce the start of a 30-day public comment period that will last from April 9, 2019 to May 8, 2019. The City also conducted outreach to several agencies and businesses by email notifying them of the proposed changes and made the proposed amendment available for review at City Hall in the Planning and Community Development Department, the City Clerk's Office and at the Roswell P. Flower Memorial Library and at the Watertown Housing Authority.

Res No. 4

May 13, 2019

To: Richard M. Finn, City Manager

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

Subject: Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2019

Each year, the City is required by the U.S. Department of Housing and Urban Development (HUD) to submit an Annual Action Plan that details the proposed uses of the City's Community Development Block Grant (CDBG) funding. Typically, the plan is required to be submitted by May 15, which is 45 days prior to the start of the new fiscal year. HUD was delayed in announcing CDBG funding allocations until late April and advised the City not to submit our finalized plan until our exact funding allocation was known. In a letter dated April 15, 2019, HUD informed the City that our annual funding allocation for Program Year (PY) 2019 would be \$913,077.

The proposed Annual Action Plan was developed with extensive community outreach and input. Staff conducted outreach efforts with local constituency groups and presented an overview of the program and discussed project priorities at the February 12, 2019 City Council work session. The City Council also held a public hearing on March 4, 2019 to solicit public comments regarding the development of funding priorities and projects to be included in the plan. Staff also solicited public input during several of our Comprehensive Plan open houses.

Based upon the consultation with local organizations and agencies, community outreach, and priorities of the City Council, Staff prepared the draft plan and published it April 12, 2019. A 30-day public comment period for the plan was held between April 12, 2019 and May 12, 2019 after a notice of the comment period was published in the *Watertown Daily Times*. Staff received no comments during the 30-day comment period.

A copy of the final plan can be viewed in the online version of the City Council Agenda Package and on the City's website at the following address:
<https://www.watertown-ny.gov/DocumentView.asp?DID=1693>

The budget allocation in the plan is as follows:

CDBG Program Year 2019-2020 Proposed Budget

Sources

Program Year 2019 Entitlement Grant \$913,077.00

Total Funds Available for Allocation \$913,077.00

Proposed Uses

North Rutland Street Sidewalk Project \$240,000.00

North Side ADA Ramp Replacement Project \$90,000.00

Demolition of 428 Maple Street \$40,000.00

Owner-Occupied Housing Rehab Program \$250,000.00

Homebuyer Program \$88,077.00

NDC Housing Program \$40,000.00

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

Fair Housing – Analysis of Impediments to Fair Housing \$15,000.00

WCSD Food 4 Families Program \$6,000.00

Planning – Zoning Ordinance Rewrite \$75,000.00

Program Administration \$60,000.00

Total Funds Proposed for Allocation \$913,077.00

Now that the public comment period has concluded and the Annual Action Plan has been finalized, the City Council must adopt the plan so that Staff can submit it to HUD prior to June 14, 2019, which is our deadline for submission.

A resolution has been drafted for City Council consideration that adopts the Annual Action Plan for Program Year 2019 and authorizes its submission to HUD.

ACTION: City Manager recommends approval.



RESOLUTION

Page 1 of 2

Adopting the City of Watertown's
Community Development Block
Grant (CDBG) Program Annual Action
Plan for Program Year 2019

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

Total

YEA	NAY

Introduced by

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

WHEREAS, as an Entitlement Grantee, the City must adopt Annual Action Plans for its Housing and Community Development Program, and

WHEREAS Annual Action Plans have to be developed with community input and citizen participation, and

WHEREAS Staff conducted outreach efforts with local constituency groups and presented an overview of the program and discussed project priorities at the February 12, 2019 City Council work session, and

WHEREAS the City Council held a public hearing on March 4, 2019 to solicit public comments regarding the development of funding priorities and projects to be included in the plan, and

WHEREAS a draft of the Program Year 2019 Annual Action Plan was completed and published on April 12, 2019, and

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

WHEREAS a 30-day public comment period for the plan was held starting on April 12, 2019 after a notice of the comment period was published in the *Watertown Daily Times*, and

RESOLUTION

Page 2 of 2

Adopting the City of Watertown’s
Community Development Block
Grant (CDBG) Program Annual Action
Plan for Program Year 2019

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

YEA	NAY

WHEREAS the plan was finalized after the 30-day public comment period,

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts the City of Watertown’s CDBG Annual Action Plan for Program Year 2019 and authorizes the submission of the plan to HUD which allocates the CDBG funds as follows:

North Rutland Street Sidewalk Project	\$240,000.00
North Side ADA Ramp Replacement Project	\$90,000.00
Demolition of 428 Maple Street	\$40,000.00
Owner-Occupied Housing Rehab Program	\$250,000.00
Homebuyer Program	\$88,077.00
NDC Housing Program	\$40,000.00
Homeless Assistance Point-In-Time Outreach & Education Initiative	\$9,000.00
Fair Housing – Analysis of Impediments to Fair Housing	\$15,000.00
WCSD Food 4 Families Program	\$6,000.00
Planning – Zoning Ordinance Rewrite	\$75,000.00
Program Administration	\$60,000.00
Total Funds Proposed for Allocation	\$913,077.00

Seconded by

Community Development Block Grant (CDBG) Entitlement Communities Program



Annual Action Plan
Program Year 2019

Prepared by the City of Watertown
Planning and Community Development Department
245 Washington Street
Watertown, NY 13601



Adopted- May 20, 2019

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

This document represents the City of Watertown's Annual Action Plan for Program Year 2019 for the City's Community Development Block Grant (CDBG) Program. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan to start the program. In 2016, the City developed its first five-year Consolidated Plan, which was written in conjunction with the North Country Home Consortium's (NCHC) Consolidated Plan. The NCHC represents a three county area consisting of Jefferson, Lewis and St. Lawrence counties and receives annual funding from the HOME Investment Partnership program. This plan is the fourth Annual Action Plan that has been developed using the five-year Consolidated Plan that covers Program Years 2016-2020.

The City's 2016-2020 Consolidated Plan goals include neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, fair housing education, homeless assistance, support of public services and job support and creation. The plan was developed through extensive public outreach and citizen participation that included two public meetings, a public hearing and individual outreach to numerous partner agencies identified in our Citizen Participation Plan.

The City's 2016 Annual Action Plan emphasized the City's three primary goals of neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership assistance. The projects identified to meet these goals included reconstructing sidewalks and ADA accessible sidewalk ramps as well as owner-occupied and rental housing rehabilitation programs along with a homebuyer program.

The City's 2017 Annual Action Plan continued to emphasize the three primary goals while still supporting the City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support. The projects identified to meet these goals included reconstructing sidewalks and ADA accessible sidewalk ramps, owner-occupied and rental housing rehabilitation programs, a homebuyer program, a Fair Housing Education project and assistance to the Watertown City School District's Backpack program, among others.

The City's 2018 Annual Action Plan emphasized two of the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. The projects identified for the year included the reconstruction of sidewalks, demolition of blighted property, owner-occupied and renter occupied rehabilitation of homes, installation of bus shelters, and a playground improvement project. The City's lower priority goals of Fair Housing

Education, Homeless Assistance and Public Services Support were also addressed through a variety of projects such as assisting the homeless with the Point-In-Time Outreach and Education Initiative, providing Fair Housing Education and assisting the Watertown City School District's Food4Families (Backpack) program that helps feed families in need .

Planning and Administration was also included in the 2018 plan. The City included funding for the overall administration of the CDBG Program and for the development of a Comprehensive Plan for the City. The City of Watertown received a grant from Empire State Development Corporation to fund a Comprehensive Plan for the City that will guide the City's development over the next 15-20 years. The City will use CDBG funds to complete the plan which will aid in the development of future annual action plans as well as help to guide the City's next five-year Consolidated Plan, which will be written soon after the completion of the Comprehensive Plan.

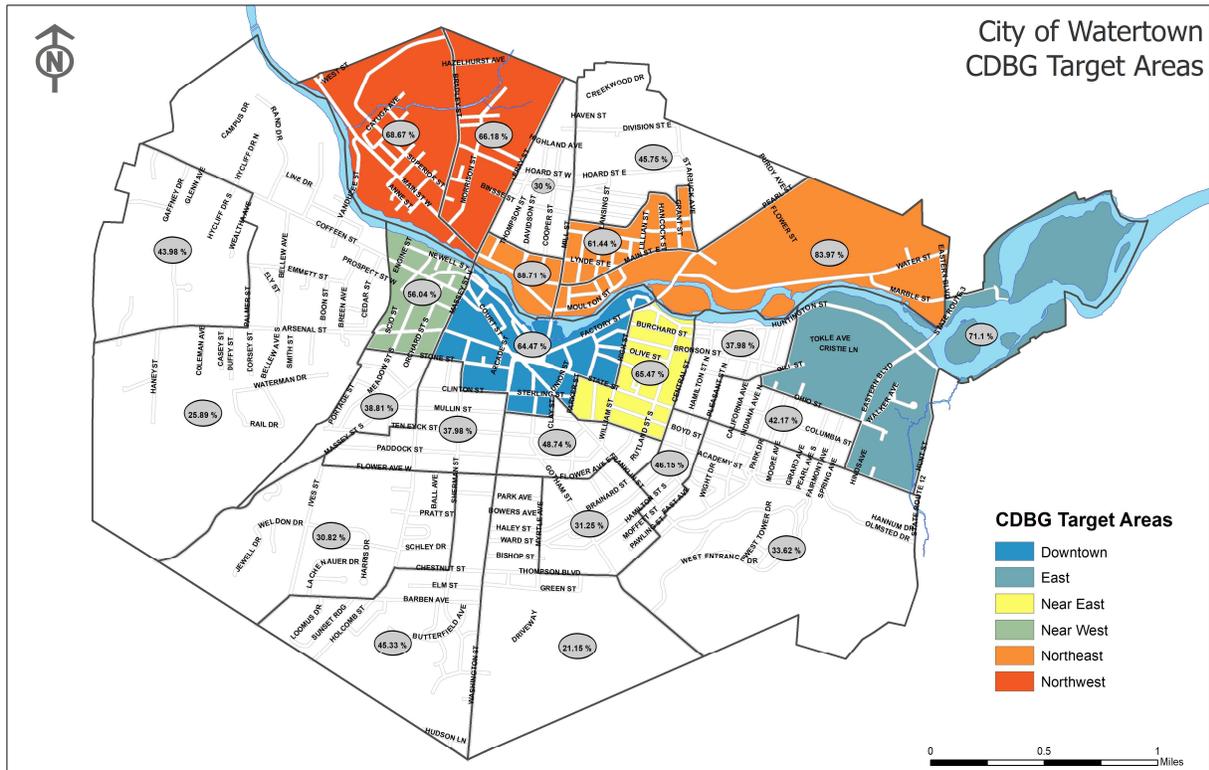
For 2019, the City will continue to work on many of the goals stated in the Consolidated Plan, such as neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, fair housing, homeless assistance, and support of public services. The projects that have been identified to fulfill our goals include an owner-occupied housing rehabilitation program and a homebuyer program. The rehabilitation of homes throughout the City has a great impact on neighborhoods and has helped work toward eliminating slums and blight. The City will also be eliminating slum and blight by demolishing a structure that is not able to be rehabilitated. Our neighborhood stabilization and revitalization goal will also be addressed through a sidewalk project and an ADA ramp replacement project.

Lower priority goals such as fair housing, homeless assistance, and support of public services will also be addressed through a number of projects including assistance to the Watertown City School District's Backpack Program, the development of an Analysis of Impediments to Fair Housing as well as homelessness assistance in partnership with the Points North Homeless Coalition.

2. Summarize the objectives and outcomes identified in the Plan

The City will concentrate its CDBG Program this year on four high priority needs; decent affordable housing, homeownership, public infrastructure improvements and blight elimination. These needs address three important goals from our Consolidated Plan: neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership. The City will also address several of our lower priority needs including fair housing, support of public services and homeless prevention.

The City has identified six neighborhoods where the majority of the residents have low and moderate incomes (LMI) and have designated these areas as local target areas. Most of the neighborhoods are residential in nature although some have small commercial pockets. Our efforts will be widespread this year, and it is important to note that our target areas still make up a relatively compact geographic area, which is centered around downtown and extends to the northeast and northwest sides of the City. One of our main infrastructure improvements planned for 2019 will occur in the Near East Target Area, while the housing rehabilitation programs will have a city-wide focus.



3. Evaluation of past performance

The City of Watertown is only in its fifth year of being a CDBG Entitlement Community so we have limited performance history to evaluate. The City has, however, participated in the Small Cities Community Development Block Grant (CDBG) program, first administered by HUD and then New York State, for over 35 years. The city has operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and there were a couple of economic development projects.

During the first five years as a CDBG Entitlement Community, the City has had success with the implementation of a number of neighborhood stabilization and revitalization initiatives and affordable housing rehabilitation projects. The City has completed several infrastructure improvements including sidewalk construction projects and the replacement of ADA ramps. Our owner-occupied and rental housing rehabilitation programs have been very successful at helping local property owners rehabilitate their homes and we have assisted with the rehabilitation of two large multi-family housing developments as well. In addition, the City has worked to stop the spread of blight by demolishing a number of blighted structures and has implemented several public service programs and projects.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2019 included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to

moderate income population in the City. The City also contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council held a public hearing on March 4, 2019 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. Staff also presented an overview of the CDBG program and discussed the proposed Annual Action Plan with our Citizens Advisory Board, Advantage Watertown on February 14, 2019. In addition, staff sought input on our plan during open houses that were held on February 26 and 28, 2019, as part of the development of the City's first Comprehensive Plan.

The citizen participation process also involved Staff participating in several meetings and phone calls to continue to seek input and discuss the needs of the community related to housing, infrastructure improvements, public services, homelessness and planning.

After seeking this input, a draft Annual Action plan was published and a 30-Day public comment period was held in order to gather additional input from citizens. The 30-Day public comment period was held from April 12, 2019 to May 12, 2019.

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

5. Summary of public comments

During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations with individuals and organizations and through our meetings with the City Council. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions and public facilities, improving transportation, improving neighborhoods and cleaning up blight. Specific project ideas suggested included improving the City's housing stock through owner occupied and rental rehab programs and including more sidewalk and other infrastructure improvements. Additionally, funding for a new roof of the local chapter of Habitat for Humanity was requested, and City Council endorsed the idea of funding assistance for rehabilitation of foreclosed homes. During the public hearing, a citizen made a request for sidewalk and other infrastructure improvements to his neighborhood, though the area does not fall within a CDBG Target Area. Other specific project ideas included providing assistance to the Watertown City School District Food4Families Program and assisting the Points North Housing Coalition with the Point-In-Time Count of homeless in the area. As noted above, the City's 2019 Annual Action Plan was available for public comments during a 30-day public comment period that was held April 12, 2019 to May 12, 2019, after a notice of the comment period was published in the *Watertown Daily Times*.

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

All comments that were received during the citizen participation process were considered in the preparation of the draft plan. The suggestions were reviewed for common and recurring themes to help establish priorities and goals. Many of the comments and project idea suggestions were incorporated into the City's Annual Action plan, but there was one suggestion that was not accepted.

The suggestion not accepted was a request from a local citizen who requested sidewalk and infrastructure improvements in the 300 block of Pawling Street. Unfortunately, that area of the City only has a low to moderate income percentage of 31.25%, and therefore does not qualify for infrastructure improvements through the CDBG program. Therefore, the City is not recommending providing funding for this project.

As mentioned above, all of the comments and suggestions that were received were considered by the City and most of the specific project ideas were incorporated into our Annual Action Plan, except one that was deemed ineligible.

7. Summary

The City of Watertown's plan for our sixth year as an entitlement community in the Community Development Block Grant Program is to focus on four high priority needs; decent affordable housing, homeownership, public infrastructure improvements and blight elimination. These needs address three important goals from our Consolidated Plan: neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership. The City will also address several of our lower priority needs including fair housing, support of public services and homeless prevention.

The projects that have been identified to fulfill the three primary goals include an owner-occupied housing rehabilitation program, a first time homebuyer program, demolition of a blighted building, sidewalk reconstruction and the ADA ramp replacement. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, conduct an Analysis of Impediments to Fair Housing and assist the Watertown City School District's Food 4 Families (backpack) Program that helps feed families in need.

Planning and Administration will also be included in the plan to provide funding for the overall administration of the program, as well as the first phase of a re-write of the City's Zoning Ordinance.

The City does not plan to designate a specific Target Area as its focus area for Program Year 2019, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

Several of the proposed projects for 2019 will be Citywide. The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, First Time Homebuyer and Owner-Occupied housing rehab, and Food 4 Families will all have citywide benefits.

PR-05 Lead & Responsible Agencies - 91.200(b)

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Department

Table 1 – Responsible Agencies

Narrative

The lead agency responsible for preparing the City of Watertown's Consolidated Plan and Annual Action Plans is the City of Watertown through its Planning and Community Development Department.

Consolidated Plan and Annual Action Plan Public Contact Information

Michael A. Lumbis, Planning and Community Development Director

City of Watertown

245 Washington Street, Room 304

Watertown, NY 13601

mlumbis@watertown-ny.gov

Tel: (315) 785-7740

Fax: (315) 785-7829

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Watertown's consultation efforts included outreach to organizations and individuals throughout the community including citizens, municipal officials, the public housing authority, governmental agencies, non-profit agencies, economic development officials and the Continuum of Care. The City made initial contact via email with over twenty five organizations and solicited feedback with newspaper advertisements and through a public hearing prior to developing the plan. Following the initial email outreach, City Staff participated in several follow up meetings and conference calls with interested agencies and individuals and attended a work session meeting with the City Council to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of the Consolidated Plan and provided data on tenant characteristics, waiting lists, notable deficiencies and unmet needs. This information was incorporated into the Consolidated Plan. Lewis County Opportunities administers the Housing Choice Voucher Program in the City and was also consulted while developing the Consolidated Plan and provided important information regarding the HCV program, number of households assisted, waiting lists and shortfalls in capacity. Both of the agencies were also contacted and were asked to provide input in the development of the 2019 Annual Action Plan.

Input from private and governmental health, mental health and service agencies were also sought through our outreach efforts described in the introduction. In addition, input was obtained as the City consulted with the Points North Housing Coalition (PNHC) which serves as the Continuum of Care for the City and Jefferson County. PNHC is comprised of a broad range of members including representatives from housing and health providers and mental health and service agencies. Staff has continued to attend quarterly meetings of PNHC and has joined the Point In Time (PIT). The PIT Committee holds a monthly meeting via conference call and City Staff has regularly participated in these meetings, gaining valuable information and knowledge that will help in the development of this plan. Staff also served on the Strategic Planning Committee which recently concluded after the completion of a three year plan to identify the goals and objectives of the Coalition.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith based organizations, hospitals and medical service providers, veteran services, other non-profits and previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. This coordination and the input the City received, particularly regarding homelessness needs, was extremely valuable as the City developed this Annual Action Plan.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

This section is not applicable as the City of Watertown does not receive ESG funds and is not responsible for the administration of HMIS.

2. Agencies, groups, organizations and others who participated in the process and consultations

See Table 2 below for a list of Agencies, groups, organizations and others who participated in the process and consultations.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ACR Health
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
2	Agency/Group/Organization	City of Watertown Advantage Watertown
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Advantage Watertown is a group of business and community leaders that serves in an advisory role to the City on a number of different issues and topics including community development, housing and economic development. Planning Staff gave a presentation to the members of the committee on February 14, 2019, asking for input on the 2019 program. Members were asked to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Members felt very strongly that projects should focus on neighborhood revitalization.

3	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
4	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
5	Agency/Group/Organization	Development Authority of the North Country (DANC)
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly meets with representatives of DANC to coordinate efforts of the CDBG and North Country HOME Consortium programs. Contact was made via email on February 16, 2019 asking for additional input on the upcoming program.
6	Agency/Group/Organization	Jefferson County
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
7	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
8	Agency/Group/Organization	Jefferson County DSS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
9	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.

10	Agency/Group/Organization	Lewis County Opportunities, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
11	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly coordinates with representatives of the Planning Department as part of the North Country HOME Consortium program and CDBG programs. Contact was made via email on February 16, 2019.
12	Agency/Group/Organization	Neighbors of Watertown
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Neighbors of Watertown is the subrecipient for the City's CDBG housing programs. Regular contact is made with them on the status of those projects as well as future needs. Numerous meetings were held and emails exchanged to discuss the 2019 program and needs for the coming year.
13	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
14	Agency/Group/Organization	Northern Regional Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
15	Agency/Group/Organization	Town of Pamela
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
16	Agency/Group/Organization	Transitional Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
17	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
18	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
19	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
20	Agency/Group/Organization	North Country Family Health Center
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
21	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
22	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
23	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.
24	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.

25	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly attends the Points North Housing Coalition meetings. Once again this year, the City received a request for assistance in a joint Point in Time outreach and education initiative. The initiative would involve a small marketing campaign consisting of television and newspaper advertisements in the weeks preceding the annual Point in Time Count of the homeless population. The advertising would raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of the PIT events being sponsored by the PNHC. It would also offer those attending a chance to find out about homeless services in addition to being included in the PIT count.
26	Agency/Group/Organization	Jefferson County Industrial Development Agency
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.

27	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2019.

Identify any Agency Types not consulted and provide rationale for not consulting

The City compiled an extensive outreach list and contacted each of agencies on the list via email. A public hearing was also advertised and held providing the opportunity for the agencies, citizens and other interested parties to comment on the plan. All parties were invited to submit information directly to the City for inclusion in the plan. No organizations or individuals were deliberately omitted from the consultation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	HUD	The annual homeless persons count helps to better inform the number homeless individuals in the surrounding areas.
LWRP	City of Watertown	Strengthening pedestrian connectivity within the City’s six LMI Target Areas as well as between the City’s river parks overlaps with the goals of both the Local Waterfront Revitalization Program to build continued interesting the Black River and the City’s goals of improving connectivity of the overall pedestrian network.

Table 3 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process for the City of Watertown's CDBG 2019 Annual Action Plan included extensive outreach to several different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the City's low-to-moderate income population. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

On the evening of February 12, 2019, the City Planning Department presented to the City Council during a Work Session. The presentation updated the Council members on CDBG accomplishments over the last year, encouraged participation in the planning process for the City's Community Development Block Grant program 2019 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, and encouraged the Council members to share their ideas and help identify priorities and areas of concern.

The Council expressed interest in continuing the housing and sidewalk programs that have been funded in the past through CDBG. The Council also asked questions about the difference between a street reconstruction, which is an eligible use of CDBG funds, and routine maintenance, which is not. Discussion also took place regarding whether the City could use CDBG funds for historic preservation programs, but no specific ideas were offered.

Three weeks later, the City Council held a public hearing on March 4, 2019 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. One resident spoke to inquire why the City completed street and utility work on one block of his street, but not the next block. He asked City Council members to consider the next block of his street for a future sidewalk and infrastructure project. Discussion regarding the Annual Action Plan and the proposed draft project list and budget also occurred at City Council meeting held on April 1, 2019.

Finally, the City sought input from citizens on the CDBG program during three unrelated open houses that the City held for its Comprehensive Plan. These events had various boards where people could write comments on post-it notes. Planning Staff set up a dedicated CDBG board at each of these events, separate from the Comprehensive Plan boards. Comments expressed general support for demolition of blighted properties and a desire for increased recreational opportunities.

Along with the initial outreach and the public hearing and public meetings, the City participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services,

economic development and planning. After obtaining as much input as possible, the City published a draft Annual Action plan and held a 30-Day public comment period.

The citizen participation process was extremely beneficial as reinforced findings from previous years' public meetings. This allowed the City to develop its Annual Action Plan accordingly.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Local Public Agencies	On February 16, 2019, the City sent an email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was beginning the process of preparing our Annual Action Plan. The email requested input, either by email, by phone, in writing or in person, on the City's needs and the community's desires relative to housing, homelessness, public facilities, infrastructure, public services, economic development and planning. The email also notified the recipients that a public hearing had been scheduled for March 4, 2019. Over 25 agencies were contacted as part of this outreach effort.	The City received one response from the Jefferson County Industrial Development Agency (JCIDA) expressing interest in future energy discussion.	Only one comment was received from this internet outreach. The long-range nature of the subject matter made it impractical to address in a 12-month Annual Action Plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	City Council Work session	Members of City Council and meeting attendees	On the evening of February 12, 2019, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2019 Annual Action Plan. Attendance included City Council members, the City Manager, City Clerk and various City staff.	The City Council expressed interest in continuing the housing and sidewalk programs that have been funded in the past through CDBG. The Council also asked questions about the difference between a street reconstruction, which is an eligible use of CDBG funds, and routine maintenance, which is not. Discussion also took place regarding whether the City could use CDBG funds for historic preservation programs, but no specific ideas were offered.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/ broad community	On the evening of March 4, 2019, City Council held a public hearing in Council Chambers at City Hall to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.	One resident spoke to inquire why the City only completed paving and infrastructure work on one block of his street, but not the next block. He asked City Council members to consider the next block of his street for a future sidewalk and paving project. No other comments were received.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Advisory Board	Citizen Community Leaders	On February 14, 2019, Planning Staff gave a presentation on the CDBG program to members of Advantage Watertown, a group of private and public sector community leaders that serve as an advisory board to the City Council. Staff requested input from members on the program. Approximately 15 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the projects proposed for the 2019 Annual Action Plan.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Comprehensive Plan Open Houses	Non-targeted/broad community	The City sought input from citizens on the CDBG program during three unrelated open houses that the City held for its Comprehensive Plan. These events had various boards where people could write comments on post-it notes. Planning Staff set up a dedicated CDBG board as a “Bonus Station” at each of these events, separate from the Comprehensive Plan boards.	Comments expressed general support for demolition of blighted properties and a desire for increased recreational opportunities.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

Introduction

The City of Watertown is receiving funds from the CDBG program as an Entitlement Community for the sixth year. The City has been notified by HUD that the annual allocation for our CDBG program will be \$913,077.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$913,077	0	0	\$913,077	\$913,077	This is the City's annual allocation from HUD for the CDBG program. Year 5 assumes a funding level of \$913,077.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

These funds will leverage private equity and financing when used for one of the housing rehabilitation programs. When used for larger housing projects, state and other federal funds will also be leveraged. No matching funds are required.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Property currently owned by the City will be evaluated for potential improvement and use as neighborhood public facilities or housing for low and moderate income persons. Occasionally, the city obtains property through the tax foreclosure process. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination. The City is proposing a new project that would provide funding specifically for tax foreclosed properties. The funding would be utilized to help stabilize the properties until a full redevelopment plan is put in place and to assist with needed environmental remediation.

Discussion

The City of Watertown will be starting its sixth year as an Entitlement Community under the CDBG program. The city still has unspent funds from the previous years but expects to continue to draw down that funding and complete several projects by the end of Program Year 2019. For 2019, the City expects to be awarded \$913,077 in CDBG Entitlement funding from HUD.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2016	2020	Non-Housing Community Development	Near East Northwest	Public Infrastructure Improvements Blight Elimination	CDBG: \$370,000	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 1568 Persons Assisted. Buildings Demolished: 1 Building
2	Affordable Housing Rehabilitation	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing	CDBG: \$290,0000	Homeowner Housing Rehabilitated: 10 Household Housing Units Foreclosure stabilization: 5 units
3	Homeownership Assistance	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership	CDBG: \$88,077	Direct Financial Assistance to Homebuyers: 3 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Fair Housing Education	2016	2020	Fair Housing	Downtown Near East East Northeast Northwest West	Fair Housing Education	CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
5	Homeless Assistance	2016	2020	Homeless	Downtown Near East East Northeast Northwest West	Homeless Prevention	CDBG: \$9,000	Homelessness Prevention: 10 Persons Assisted
6	Public Services Support	2016	2020	Non-Homeless Special Needs	Downtown Near East East Northeast Northwest West	Support of Public Services	CDBG: \$6,000	Public service activities other than Low/Moderate Income Housing Benefit: 60 Persons Assisted
7	Planning and Administration	2016	2020	Planning and Administration	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership Pub. Infrastructure Blight Elimination Economic Dev. Fair Housing Public Services Homeless Prev.	CDBG: \$135,000	Other: 1 Other

Table 6 - Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low and moderate income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Examples of public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, utilities, neighborhood facilities, facilities for persons with special needs and handicapped accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas in order to stop the spread of blighting influences throughout the City.
2	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and rental properties for low and moderate income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	Goal Name	Homeownership Assistance
	Goal Description	Provide homeownership assistance to low and moderate income families to increase the number of owner occupied households and to help stabilize and revitalize neighborhoods throughout the City.
4	Goal Name	Fair Housing Education
	Goal Description	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.
5	Goal Name	Homeless Assistance
	Goal Description	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness.

6	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community.
7	Goal Name	Planning and Administration
	Goal Description	Planning and administration of the grant.

Table 7 – Goal Descriptions

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2019, the City plans to address the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation and Homeownership Assistance. The City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support will also be addressed in our plan through a variety of projects, but at a much smaller funding level than the higher priority needs.

The City has identified the following projects to fulfill the three primary goals that the City plans to address this year: an owner-occupied housing rehabilitation program, a homebuyer program, sidewalk and ADA ramp reconstruction, and demolition of a blighted structure. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, conduct an Analysis of Impediments to Fair Housing and assist the Watertown City School District's Food4Families program that helps feed families in need.

Planning and Administration will also be included in the plan and will provide funding for the overall administration of the CDBG Program and the first phase of a re-write of the City's Zoning Ordinance.

#	Project Name
1	Owner-Occupied Housing Rehabilitation 2019
2	Homebuyer Program 2019
3	Rutland Street North Sidewalk Project
4	Demolition of 428 Maple Avenue
5	North Side ADA Accessible Ramp Construction
6	Point-In-Time Outreach and Education Initiative 2019
7	Analysis of Impediments to Fair Housing
8	WCSD Food4Families 2019
9	Planning – Zoning Ordinance Update Phase 1
10	Program Administration
11	NDC Housing Program

Table 8 – Project Information

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

In developing the projects for our Annual Action Plan, the City put the most emphasis on the three highest-priority needs that were identified during our citizen participation and outreach initiatives. The three highest-priority needs that were identified include decent affordable housing, homeownership and neighborhood stabilization and revitalization. Approximately 80% of our available funding for this program year has been allocated to address these top priorities. The remaining funding will be used for planning and administration and to address our lower priority needs of fair housing, supporting public services and homeless assistance.

AP-38 Project Summary

Project Summary Information

1	Project Name	Owner-Occupied Housing Rehabilitation Program 2019
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$250,000
	Description	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4 unit owner-occupied properties within the City.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 10 low to moderate income families will be assisted with 2019 funds.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	Loans and/or grants will be offered to low and moderate income homeowners to rehabilitate their 1-4 unit homes.

2	Project Name	Homebuyer Program 2019
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$88,077
	Description	This project will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for home-ownership throughout the City, with an emphasis on our CDBG target areas.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3 low to moderate income families will be assisted with this program.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home.

3	Project Name	Rutland Street North Sidewalk Project
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$240,000
	Description	Sidewalk reconstruction will consist of approximately 2,702 linear feet along the 100-300 blocks of Rutland Street North between New York State Route 12 (State Street) and Huntington Street. Appoximately 1,096 linear feet of sidewalks on the east side as well as working to complete approximately 1,606 feet of sidewalk reconstruction on the west side of the 100-300 blocks. Due to the nature of reconstruction work, necessary removal of trees identified as being in poor condition is likely in specific locations along the project limits. The City will include tree planting where appropriate.
	Target Date	04/01/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 371 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Groups and the LMI percentage for the Block Groups that the project covers.
	Location Description	Sidewalk reconstruction will occur along the 100 – 300 blocks of Rutland Street North between New York State Route 12 (State Street) and Huntington Street. This project is located in Census Tract 621, Block Group 2 and characterized as having a low to moderate income population of 65.5 percent. This project directly connects to sidewalks recently reconstructed as part of Phase 4 of the Near East (Huntington Street) Sidewalk Project, funded through the City’s PY 2018-2019 Entitlement.

	Planned Activities	The City is proposing the reconstruction of approximately 2,702 linear feet of sidewalk along the 100-300 blocks of Rutland Street North between New York State Route 12 (State Street) and Huntington Street. Approximately 1,096 linear feet of sidewalk is will be reconstructed on the east side of the 100-300 blocks of Rutland Street North, and approximately 1,606 feet of sidewalk will be reconstructed on the west side of the 100-300 blocks of Rutland Street North. Due to the nature of reconstruction work, necessary tree removal is likely in specific locations along the project limits. It is the desire of the City to add tree planting when appropriate.
4	Project Name	Demolition of 428 Maple Street
	Target Area	None
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$40,000
	Description	This project will involve the demolition of a blighted structure located at 428 Maple Street on the City's north side. The project will remove a blighted structure and will aid in the prevention of blight spreading to adjacent properties.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	The project will take place at 428 Maple Street.
	Planned Activities	One residential building located on the parcel will be demolished.

5	Project Name	North Side ADA Accessible Ramp Construction
	Target Area	Northwest Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$90,000
	Description	This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction in various locations throughout Census Tract 614, in the northwest quadrant of the City, which has an estimated Disability Rate of 21.9 percent, the highest of any Census Tract in the City according to 2013-2017 American Community Survey (ACS) 5-year Estimates. Plans call for constructing ADA sidewalk ramps at the intersections of several streets. The project will provide 24 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. 12 of these 24 ramps will be installed within the Northwest Target Area, which is entirely contained within Census Tract 614. The other 12 will go in other locations within Census Tract 614. This project will help to meet an important non-housing community development need identified in the City's Consolidated Plan, which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled by installing the accessible ramps.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The city estimates that 1,035 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages in the Block Groups that make up the Northwest Target Area. However, the primary beneficiaries of the project will be the elderly and severely disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to estimate accurately the number of elderly and severely disabled persons who will ultimately utilize the improvements.

	Location Description	The project will take place at various intersections in Census Tract 614, which has the highest Disability Rate of any Census Tract in the City, according to 2013-2017 ACS 5-year Estimates.
	Planned Activities	The City proposes to construct 24 ADA accessible sidewalk ramps in the Census Tract 614 that will serve to remove barriers and enhance the mobility of, and accessibility to, severely disabled persons. The work will consist of constructing ramps, landings, curbing, sidewalk transitions, as well as installing tactile warning plates and other related work.
6	Project Name	Point-in-Time Outreach and Education Initiative 2019
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$9,000
	Description	The Point-In-Time Outreach and Education Initiative involves the implementation of a small marketing campaign consisting of television and newspaper advertising to be run through the month of January 2020, in the weeks preceding the annual Point-In-Time (PIT) Count of homeless. The PIT Count is conducted annually by the Points North Housing Coalition (PNHC). The advertising campaign would raise awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to being included in the PIT Count.
	Target Date	1/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that ten homeless families will be assisted through this project.
	Location Description	The project will take place throughout the City of Watertown.

	Planned Activities	A small marketing campaign consisting of television, radio, newspaper and internet advertising will be conducted in advance of the annual Point-in-Time (PIT) count. The PIT is done by the Points North Homeless Housing Coalition (PNHC) to count the number of persons homeless on the HUD selected date in January. The advertising campaign will raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to be included in the PIT count.
7	Project Name	Analysis of Impediments to Fair Housing
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Fair Housing Education
	Needs Addressed	Fair Housing Education
	Funding	CDBG: \$15,000
	Description	The City of Watertown proposes to retain a qualified Fair Housing consultant to prepare an Analysis of Impediments to Fair Housing in advance of the City's 2021 Consolidated Plan.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 500 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.

	Planned Activities	The project will consist of retaining a qualified Fair Housing consultant to prepare an Analysis of Impediments to Fair Housing.
8	Project Name	Watertown City School District Food 4 Families Program 2019
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$6,000
	Description	This project will provide funding for the Watertown City School District (WCSD) backpack program, Food 4 Families. The Program provides impoverished children and their families with a backpack full of food each Friday so they have food to eat over the weekend. This enables them to be better prepared and ready to learn when the new school week starts. The long term goals of the program include improving scores, attendance, graduation rates, etc . The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 16-17, the school district reported 68% of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 125 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 40 low to moderate income families will be assisted through this program, over the course of 40 weeks.
	Location Description	The program will service all schools in the Watertown City School.

	Planned Activities	The Watertown City School District Food 4 Families Program will provide food for approximately 40 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.
9	Project Name	Zoning Ordinance Re Write
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$75,000
	Description	The City of Watertown proposes to apply CDBG funds towards Re-Writing the City's Zoning Ordinance. The City's current Zoning Ordinance dates to 1959 and is in critical need of replacement. Last year, the City programmed PY 2018 CDBG funds toward writing a new Comprehensive Plan. This proposed Zoning re-write represents the primary means to implement the Comprehensive Plan.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This project will take place throughout the City of Watertown.
	Planned Activities	The City will use CDBG funds to retain a consultant for the purpose of re-writing the City's outdated Zoning Ordinance.
10	Project Name	Program Administration
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$60,000
	Description	This project is for the administration of the CDBG Program.

	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This covers wherever the CDBG funds will be spent.
	Planned Activities	The City will administer the CDBG Program.
11	Project Name	NDC Housing Program
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	\$40,000
	Description	Occasionally, the city obtains property through the tax foreclosure process. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination. This project that would provide funding specifically for tax foreclosed properties. The funding would be utilized to help stabilize the properties until a full redevelopment plan is put in place and to assist with needed environmental remediation.

	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4 low to moderate income families will be assisted with this program.
	Location Description	This project will take place throughout the City of Watertown
	Planned Activities	The funds will be used to stabilize tax foreclosed properties until a redevelopment plan is put in place.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City does not plan to designate a specific Target Area as its focus area for Program Year 2019, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

The majority of the proposed projects for 2019 will be Citywide. The Owner-Occupied housing rehabilitation, Homebuyer Program, NDC Housing Program, Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, the Food 4 Families and the Zoning Ordinance Update will all have citywide benefits.

The ADA Accessible Ramp Construction will focus on Census Tracts 614 (north side) and 621 (downtown), which have the highest disability rates in the City. The Sidewalk Project will also continue to focus on the Near East Target Area, with the Rutland Street North Sidewalk Project. Finally, the 2019 demolition project will occur at 428 Maple Avenue in the Northwest Target Area.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	10
Near East	36
East	10
Northeast	10
Northwest	24
Near West	10

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

In Program Year 2017, the City decided to focus on the Near East Target Area in an effort to make our CDBG Program efforts more impactful and visible. In PY 2018, the City selected projects based upon maximum impact, and will continue that strategy in PY 2019.

In addition, Neighbors of Watertown, the City's subrecipient responsible for implementing the Owner-Occupied Rehabilitation and Homebuyer Programs, has a long waitlist of applicants for this assistance. Many applicants have been on this list for over a year or more, and position on the waitlist will take precedence over geographic location when selecting recipients of this assistance.

Discussion

Although the City will again not designate a focus area for PY 2019, the City anticipates spending the majority of funds in the Near East, and Northwest Target Areas, as these are where the City has identified the most impactful potential projects.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

CDBG funded activities for this program year will address the following:

Actions planned to address obstacles to meeting underserved needs

The City's owner-occupied housing program will help to improve the quality of the housing stock in the City by providing assistance to those who otherwise could not afford it. The Food4Families Program will provide food to students and families in some of the City's poorest areas.

Actions planned to foster and maintain affordable housing

The owner-occupied housing program will also help to maintain affordable housing in the community. The owner-occupied program will help rehabilitate ten homes.

Actions planned to reduce lead-based paint hazards

The housing rehabilitation program mentioned above will also serve to mitigate and remove lead based paint hazards.

Actions planned to reduce the number of poverty-level families

Housing rehabilitation will help to reduce the cost of living for poverty level families.

Actions planned to develop institutional structure

The City of Watertown Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the program requires constant communication and coordination with numerous City departments and agencies. Within the Planning and Community Development Department, CDBG duties and program areas (housing, public improvements and public services) have been divided among all staff members. This provides staff the ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the department is not left in a difficult position in the event of staff changes.

Planning Staff has also involved members of the City's GIS Department in spatial analyses related to planning efforts for the CDBG program. The GIS Department has undergone significant turnover in the last 12 months. Planning Staff will work closely with new GIS Staff to educate them about the CDBG program so that the GIS Department can continue to contribute to the City's administration of the CDBG program.

Actions planned to enhance coordination between public and private housing and social service agencies

As part of our 2019 Annual Action Plan, the City is collaborating with the Points North Housing Coalition on the Point-In-Time Outreach and Education Initiative to bring awareness to and to help end homelessness in the community. The City will also collaborate with CNY Fair Housing to develop an updated Analysis of Impediments to Fair Housing during the 2019 Program Year. The City will continue to strive to find ways to help improve cooperation between the public and private entities that comprise its partner organizations.

Discussion

In addition to the actions listed above, the City will direct funding toward infrastructure replacement and new infrastructure construction, including new sidewalks and ADA ramps.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Since the City only recently became an Entitlement Community under the CDBG program and just started implementing our housing programs that generate program income, we do not have any program income to report in this section.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$4,200
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$4,200

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	82.00%

Discussion

We expect that approximately 82 percent of the available funds for the program year will benefit low and moderate income persons. We will use a 1-year period to determine the overall benefit for Program Year 2018.

Res No. 5

May 14, 2019

To: Richard M. Finn, City Manager

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

Subject: Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001

Selene Parker-Rowland of TBR Automotive, LLC has submitted the above Special Use Permit request to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001.

The Planning Board reviewed the request at its May 7, 2019 meeting and adopted a motion recommending that City Council approve the request with the conditions listed in the Resolution.

The Staff Report prepared for the Planning Board, the Special Use Permit application, original drawings and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

A public hearing is required before the City Council may vote on the resolution. Staff recommends that a public hearing be scheduled for 7:30 p.m. on Monday, June 3, 2019.

ACTION: City Manager recommends setting a public hearing for Monday, June 3, 2019 at 7:30 p.m.

A handwritten signature in black ink, appearing to read 'R. Finn', is positioned below the ACTION line.

RESOLUTION

Page 1 of 2

Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot at 949 Main Street West, Parcel Number 1-17-402.001

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa L.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS TBR Automotive, LLC has made an application for a Special Use Permit to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on May 7, 2019, and voted to recommend that the City Council of the City of Watertown approve the Special Use Permit with the following conditions:

1. The applicant must obtain a building permit and any other permits required by the City Code Enforcement Bureau prior to any remodeling or construction in the building.
2. The applicant must provide a written statement from the owner of 925 Main Street West stating that the applicant has permission to use space on the property at 925 Main Street West for employee and customer parking to support her business located at 949 Main Street West.
3. The applicant may display a maximum of 12 vehicles for sale on the site at any time.
4. The cars displayed for sale must not block any portion of the sidewalk or obstruct vehicular access from the street.

and

WHEREAS a public hearing was held on the proposed Special Use Permit on June 3, 2019, after due public notice, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part II and has determined that the project, as submitted, is an Unlisted Action and will not have a significant effect on the environment,

RESOLUTION

Page 2 of 2

Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot at 949 Main Street West, Parcel Number 1-17-402.001

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa L.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow an automobile sales lot at 949 Main Street West is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to TBR Automotive, LLC, to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001, contingent upon the applicant meeting the conditions listed above.

Seconded by



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601
Office: (315) 785-7740 - Fax: (315) 785-7829

Special Use Permit Application

CITY ENGINEERING DEPT.
RECEIVED
APR 23 2019
WATERTOWN, NY

APPLICANT INFORMATION

Name: TBR Automotive LLC.

Mailing Address: P.O. Box 147
Brownville NY 13615

Phone Number: 315-778-3994

Email: spr309@gmail.com

PROPERTY INFORMATION

Property Address: 949 W. Main St. Watertown NY 13601

Tax Parcel Number(s): 1-17-402.001

Property Owner (if not applicant): Yepez & Sons Holdings LLC

If applicant is not owner or owner's representative, indicate interest in the property:

Signed Purchase Agreement (attach) Signed Lease (attach) None yet

Zoning District: NB. Nbnhd Business
Land Use:

Required Attachments:

- 8.5x11 parcel map with property outlined with heavy black ink
- Sketch of the site drawn to an engineering scale (e.g. 1"=20')
- Completed Part I of the Environmental Assessment Form (SEQR)

REQUEST DETAILS

Proposed Use: Automobile Dealership operation at location for used cars.

Explain proposal (use additional 8.5x11 sheets if necessary):

We would like permission to open an automobile dealership in order to sell used cars. We would like to be zoned for 10 cars on premise. In order to qualify for dealer floorplan financing as well as buyer finance company option we must have 10 cars for sale on the lot.

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

Signature: Selene Parker-Rouland
December 1, 2015 TBR Automotive LLC

Date: 4/1/19

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

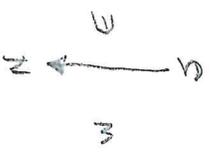
Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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.

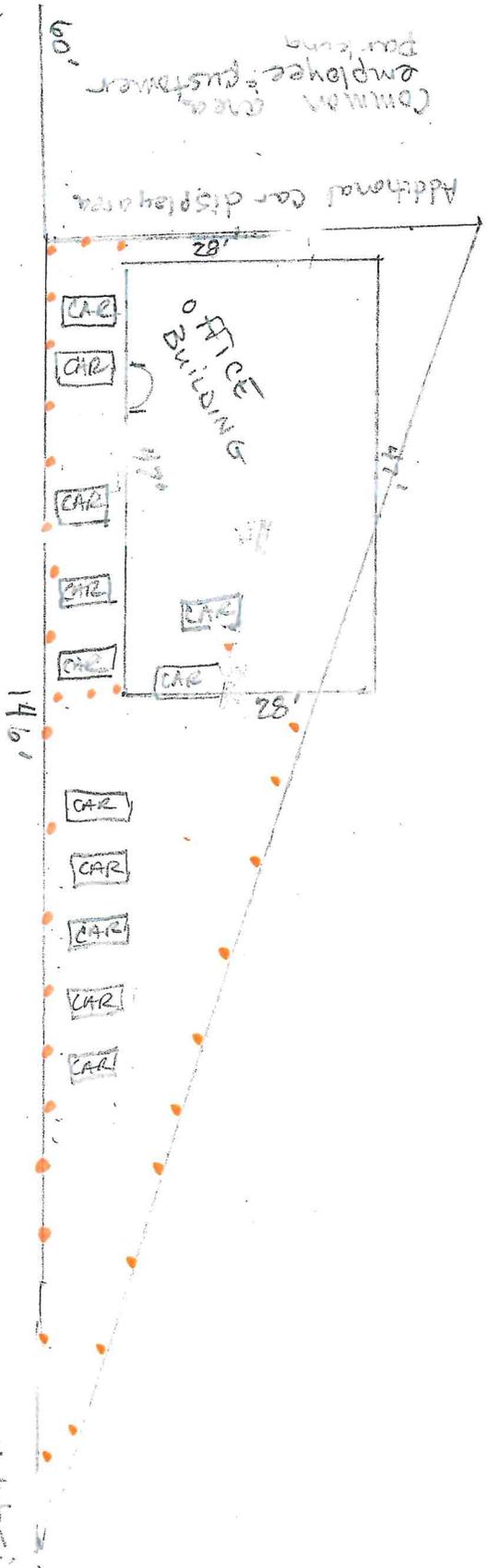
Part 1 - Project and Sponsor Information			
Name of Action or Project: <i>TBR Automotive LLC used car dealership</i>			
Project Location (describe, and attach a location map): <i>949 W. Main St. Watertown, NY. 13601</i>			
Brief Description of Proposed Action: <i>We would like to operate a used car dealership at this location. We would like to be zoned for 10 or more cars at one time.</i>			
Name of Applicant or Sponsor: <i>TBR Automotive LLC</i>		Telephone: <i>315-778-3994</i>	
		E-Mail: <i>spr309@gmail.com</i>	
Address: <i>949 W. Main St. Watertown NY. 13601</i>			
City/PO: <i>Watertown</i>		State: <i>NY</i>	Zip Code: <i>13601</i>
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: <i>@ NYS DMV licence will be required.</i>		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		<i>0.09</i> acres	
b. Total acreage to be physically disturbed?		<i>0</i> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<i>0.09</i> acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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? <i>Indiana Bat</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: <u>The Vanduzze Site</u></p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input checked="" type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>JBR Automotive LLC.</u> Date: <u>4-1-19</u></p> <p>Signature: <u>Selma Carter-Rouland</u></p>		



949 W. Main St.
 Watertown, NY
 13601



●●●●●● = 20' x 80' car display area.
 ●●●●●● 7' x 50' area in front of building car display area.

1" = 20'



MAIN ST W

110.22 D 89.2 S

35.68 D 44.2 S

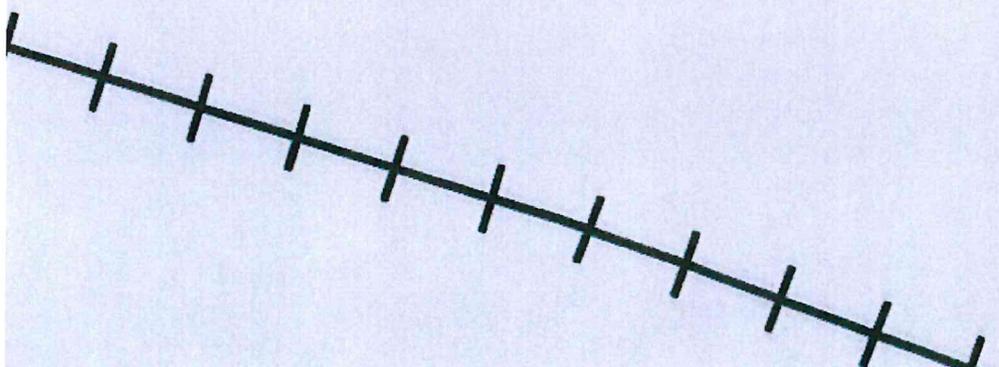
39.31 D

402.001

156.47 D 141.4 S

53.19 D 48.2 S

57.08 D 48.2 S



April 1, 2019

To Whom It may Concern:

As the property owner and landlord at 949 W. Main Street Watertown NY 13601, we give our permission for this property to be used as an automobile dealership by TBR Automotive LLC.



Yepez & Sons Holding LLC.

Tammy L. Stine
Notary Public, State of New York
No. 01ST6351352
Qualified in Jefferson County
My Commission Expires November 28, 2020
Tammy L. Stine

- * Tenant may display at least 3 vehicles in the area to the right of the office building. Area is black topped and 20' x 80'. *ASPR*
- * Tenant has access to common area to the left of the office building. This area may be used for customer or tenant parking. The area is 60' x 26'. Area is blacktopped. *ASPR*
Tenant may display cars in this area also. *SPR / ASPR*



MEMORANDUM

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

TO: Planning Board Members

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

SUBJECT: Special Use Permit Approval – 949 Main Street West

DATE: May 2, 2019

Request: Special Use Permit to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001

Applicant: TBR Automotive, LLC

Proposed Use: Automobile sales lot

Property Owner: Yepez & Sons Holdings LLC

Submitted:

8 ½” x 11” Copy of Parcel Map: Yes A Sketch of the Site to Scale: Yes

Completed Part I of an Environmental Assessment Form: Yes SEQRA: Unlisted Action

County Planning Board Review Required: No

Comments: The applicant proposes to use an existing structure and small parking area as an outdoor area for used automobile sales at 949 Main Street West, Parcel Number 1-17-402.001. As shown on the attached site plan sketch, the applicant proposes to use the existing parking area in front of and to the west of the building to park the vehicles that are for sale. The Zoning Ordinance permits automobile sales in Neighborhood Business Districts only by special approval of City Council, as per Section 310-8 of the Zoning Ordinance. This requires the applicant to apply for a Special Use Permit.

The subject property is part of a large Neighborhood Business District that extends down Main Street West from Bradley Street to the underpass beneath the CSX railroad. The subject property is the westernmost property on the south side of the street prior to the underpass, and it shares a rear boundary with the CSX Railroad right-of-way, which is zoned Heavy Industry.

Parking and Vehicular Circulation: Vehicular access to the site would be from Main Street West, where there is an approximately 30-foot wide curb cut that provides access to the site. The drawing depicts proposed locations to park cars for sale and identifies a “common area” to the east where the applicant proposes customer parking. The applicant also submitted a copy of the lease agreement with the property owner that grants the applicant access to this area for customer parking.

However, the “common area,” as depicted, is on the other side of the eastern property line and is actually on the neighboring property at 925 Main Street West, which is owned by Reban Holdings, LLC. If there is an agreement in place between the adjacent property owners for shared parking, the applicant should clarify this and be prepared to offer proof of such an agreement.

The applicant is requesting to display ten cars on the property, and notes in the application that ten is the minimum to qualify for various financing. The Planning Board has the authority to set what it feels is an appropriate limit for cars on display, even if that number is greater than the applicant’s request. If for example, the Planning Board felt that the lot could accommodate 12 or 14 cars, it could set that as the limit. The Planning Board may also wish to stipulate that the layout of the vehicles on site be such that they do not block any portion of the sidewalk and/or vehicular access from the street.

Building Encroachment: While the drawing depicts the primary structure on the parcel extending across the parcel boundary and onto CSX property, this is an existing nonconformity that predates the applicant’s ownership of the parcel. While the property line also bisects the parking lot to the west of the structure, the applicant only proposes to park cars for sale on the subject parcel. There is no new activity proposed for any land that falls on CSX property.

Special Use Permit Standards: Special Use Permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance.

Special Use Permit standards are found in Section 310-52.3 of the Zoning Ordinance. The standards are as follows:

A. General standards. In granting a special use permit, the City Council may specify appropriate conditions and safeguards in harmony with the following rules and standards. These conditions will be in addition to any that may be imposed as part of site plan approval.

(1) The use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts. The nature and intensity of the operations involved in or conducted in connection with it shall be compatible with the general character and intensity of development of the neighborhood.

(2) The use's relation to streets giving access to it shall be such that traffic to and from the use will not be hazardous or inconvenient to the neighborhood or conflict with the normal traffic of the neighborhood. Convenient routes of pedestrian traffic shall be considered in relation to main traffic thoroughfares and to street intersections.

(3) The use's site layout shall minimize the inconvenience to the neighborhood by providing adequate parking and adequate visual and noise buffering. The parking requirements of this chapter shall be considered the minimum. The buffer composition, density and width shall be determined after considering the type of proposed use, type of uses surrounding it and the distance from the surrounding uses.

Summary: The following should be included as contingencies in the motion to approve the Special Use Permit:

1. The applicant must obtain a building permit and any other permits required by the City Code Enforcement Bureau prior to any remodeling or construction in the building.
2. The applicant should clarify whether or not there is an agreement in place between the adjacent property owners at 925 and 949 Main Street West for shared parking, and be prepared to offer proof of such an agreement.
3. The Planning Board should consider whether it is appropriate to limit the number of vehicles that the applicant may display on site for sale.
4. The Planning Board must consider whether to stipulate that applicant configure the vehicles for sale in such a way that they do not block any portion of the sidewalk and/or vehicular access from the street.

cc: City Council Members
Selene Parker-Rowland, TBR Automotive, LLC
Justin Wood, City Engineer
Ben Arquitt, Civil Engineer I

SPECIAL USE PERMIT
949 MAIN STREET WEST, PARCEL # 1-17-402.001

The Planning Board then considered a request submitted by TBR Automotive, LLC to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001.

Selene Parker-Rowland of TBR Automotive, LLC attended to represent the request. Ms. Parker-Rowland began by saying that her LLC has rented the property at 949 Main Street West and she was requesting a Special Use Permit granting permission to sell used cars at that location.

Ms. Parker-Rowland then noted that one requirement in Staff's memorandum was to submit a copy of the agreement that allowed her to use part of a neighboring parcel for employee and customer parking. She said that she had a copy of the agreement and held it up for the Planning Board. Mr. Urda then asked Ms. Parker-Rowland if the paper she had with her was the same agreement she had submitted as part of her application that was with her own landlord. She answered in the affirmative.

Mr. Urda explained that she would need to submit an agreement between her landlord and the neighboring property owner granting permission to park on the neighboring property. Ms. Parker-Rowland replied that her landlord actually owned both properties and they were just deeded to different LLCs. Mr. Urda then said that that was acceptable, but that she should submit a letter from her landlord explaining that for the record.

Mr. Coburn then asked if Ms. Parker-Rowland would be able to submit another letter that made the above land ownership situation clear. Mr. Lumbis further explained to Ms. Parker-Rowland that Ricky Martin, who owned both parcels, would need to write her a letter that stated that he owned both parcels and that he granted permission to Ms. Parker-Rowland to use the proposed space on the neighboring parcel for parking.

Mr. Coburn then asked if any Planning Board Members had other questions. Mr. Babcock then asked where this project was located in relation to other car dealerships in the area. Ms. Parker-Rowland replied that it was the last parcel on the south side of the street before the railroad bridge, to the right of the old Agway building.

Mr. Coburn then said that one summary item the Planning Board should discuss was stipulating the quantity and layout of vehicles for sale. Ms. Parker-Rowland said that her request was for 10 vehicles, adding that she probably would not display 10 immediately, but that ten was the minimum required to qualify for certain financing.

Mr. Coburn then noted that Ms. Parker-Rowland did submit a layout sketch as part of her application, and asked if anyone had ideas on the limit of the number of vehicles. Ms. Capone replied that she thought 10 was a good number. Mr. Babcock then noted that the drawing depicted two cars in the building. Ms. Parker-Rowland replied that they would also do detailing. She added that there was a garage portion of the building that had a garage door.

Mr. Babcock then asked about an additional car display area depicted to the east. Ms. Parker-Rowland replied that they only cars parked there would be employees and customers, not cars for sale. Ms. Capone asked if parking cars on a different parcel would require a separate Special Use Permit. Mr. Lumbis then explained that the area under discussion was the employee and customer parking area, and that all cars for sale would be on the subject parcel. Ms. Capone replied that it made sense to her now.

Ms. Parker-Rowland then returned to the topic of the maximum allowed number of cars for sale. She reiterated that the idea was for the Planning Board to be comfortable with 10, and that if she were allowed no more than 10, then she would have no more than 10. Ms. Capone said that she was fine with 10.

Mr. Coburn then asked the other members if it was safe to say that the Planning Board was comfortable saying that could accommodate 12 or 14 cars, but that nonetheless set a limit. Mr. Coburn then said that if the limit were 12, it would prevent stockpiling. Ms. Capone said that she also had no objection to 12.

Mr. Babcock then said that the average car is seven feet wide, so after allowing for access to and from the street, you could still fit 13 comfortably. Mr. Katzman then asked why not leave the limit at 10 cars for sale. He added that the driveway would need to be 20 or 25 feet and motorists would need room to maneuver when entering and exiting. Ms. Parker-Rowland noted that customer parking was in a separate place.

Further discussion then ensued about the merits of a 10-car versus a 12-car limit. Ms. Capone ultimately said that it would be the applicant's due diligence as to how she set aligned the cars for sale. Mr. Coburn then said that the Planning Board would still need to set a limit in order to have some kind of enforcement mechanism.

Ms. Capone then made a motion to recommend that the City Council approve the request submitted by TBR Automotive, LLC to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001, contingent upon the following:

1. The applicant must obtain a building permit and any other permits required by the City Code Enforcement Bureau prior to any remodeling or construction in the building.
2. The applicant must provide a written statement from the owner of 925 Main Street West stating that the applicant has permission to use space on the property at 925 Main Street West for employee and customer parking to support her business located at 949 Main Street West.
3. The applicant may display a maximum of 12 vehicles for sale on the site at any time.
4. The cars displayed for sale must not block any portion of the sidewalk or obstruct vehicular access from the street.

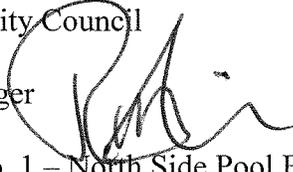
Mr. Katzman seconded the motion and all voted in favor.

Mr. Lumbis then said that the City Council, at its May 20, 2019 meeting, would set a public hearing for the request for the June 3, 2019 meeting, and would be free to act on the request at that time. Mr. Urda then said that the Planning Department would mail Ms. Parker-Rowland correspondence each step of the way.

Res No. 6

May 15, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager
Subject: Approving Change Order No. 1 – North Side Pool Filtration Replacement



On December 17, 2018, City Council accepted the bid from JE Sheehan for labor and materials for the replacement of the filtration system at the North Side Flynn Pool, per City specifications, in the amount of \$77,550.

As detailed in City Engineer Justin Wood's attached report, JE Sheehan has now submitted Change Order No. 1 for additional work when the contractor uncovered significant corrosion on existing piping from the Strainer to an existing flange in the amount of \$4,009.89. The additional work brings the total contract amount to \$81,559.89.

Attached for Council consideration is a Resolution for this Change Order No. 1. A bond ordinance for funding of this project was approved on August 6, 2018 and will cover this Change Order amount.

RESOLUTION

Page 1 of 1

Approving Change Order No. 1 –
North Side Flynn Pool Filtration
Replacement

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

YEA	NAY

Introduced by

WHEREAS on December 17, 2018, the City Council of the City of Watertown accepted the bid from JE Sheehan for labor and materials for the replacement of the filtration system at the North Side Flynn Pool in the amount of \$77,550, per City specifications, and

WHEREAS JE Sheehan has now submitted Change Order No. 1 in the amount of \$4,009.89 for additional work required,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 1, a copy of which is attached and made part of this Resolution, with JE Sheehan in the amount of \$4,009.89, bringing the total contract amount to \$81,559.89, and

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

Seconded by:



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: May 13, 2019

TO: Richard Finn, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Northside Flynn Pool Filter Project – Change Order #1

On December 17, 2018, City Council awarded a contract to the lowest bidder, JE Sheehan Contracting Corporation, in the amount of \$77,550.00 for the replacement of the Filtration System located at the Northside Flynn Pool. This work is substantially complete with only stripping concrete forms for a Strainer Pad.

During construction of the Filtration System, the contractor uncovered significant corrosion on existing piping from the Strainer to an existing flange that was not included on the Contract Drawings. The additional Labor and Material for the additional piping equated to a cost of \$4,009.89.

The additional change order work brings the total contract value to \$81,559.89 (5%).

Please forward to City Council for review and approval.

Cc. Jim Mills, City Comptroller
Erin Gardner, Superintendent of Parks and Recreation

Change Order

No. 1

Date of Issuance: 1/16/2019 Effective Date: 1/16/2019

Project: Flynn Pool Filter	Owner: City of Watertown	Owner's Contract No.: 2018-29
Contract:		Date of Contract: 12/18/19
Contractor: J..E. SHEEHAN CONTRACTING		Engineer's Project No.:

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

Description: Replace 10" ductile iron piping leading into the new strainer. pipe and fittings have extensive corrosion

Attachments: (List documents supporting change): FW Webb Material Quote

J.E. Sheehan Quote for Material and Labor

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

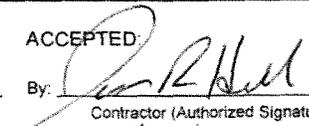
Original Contract Price:	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> 120 Calendar days
\$ 77,750.00	Substantial completion (days or date): 04/17/2019
	Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders No. <u> N/A </u> to No. <u> </u> :	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> :
\$ <u> N/A </u>	Substantial completion (days): <u> N/A </u>
	Ready for final payment (days): <u> </u>

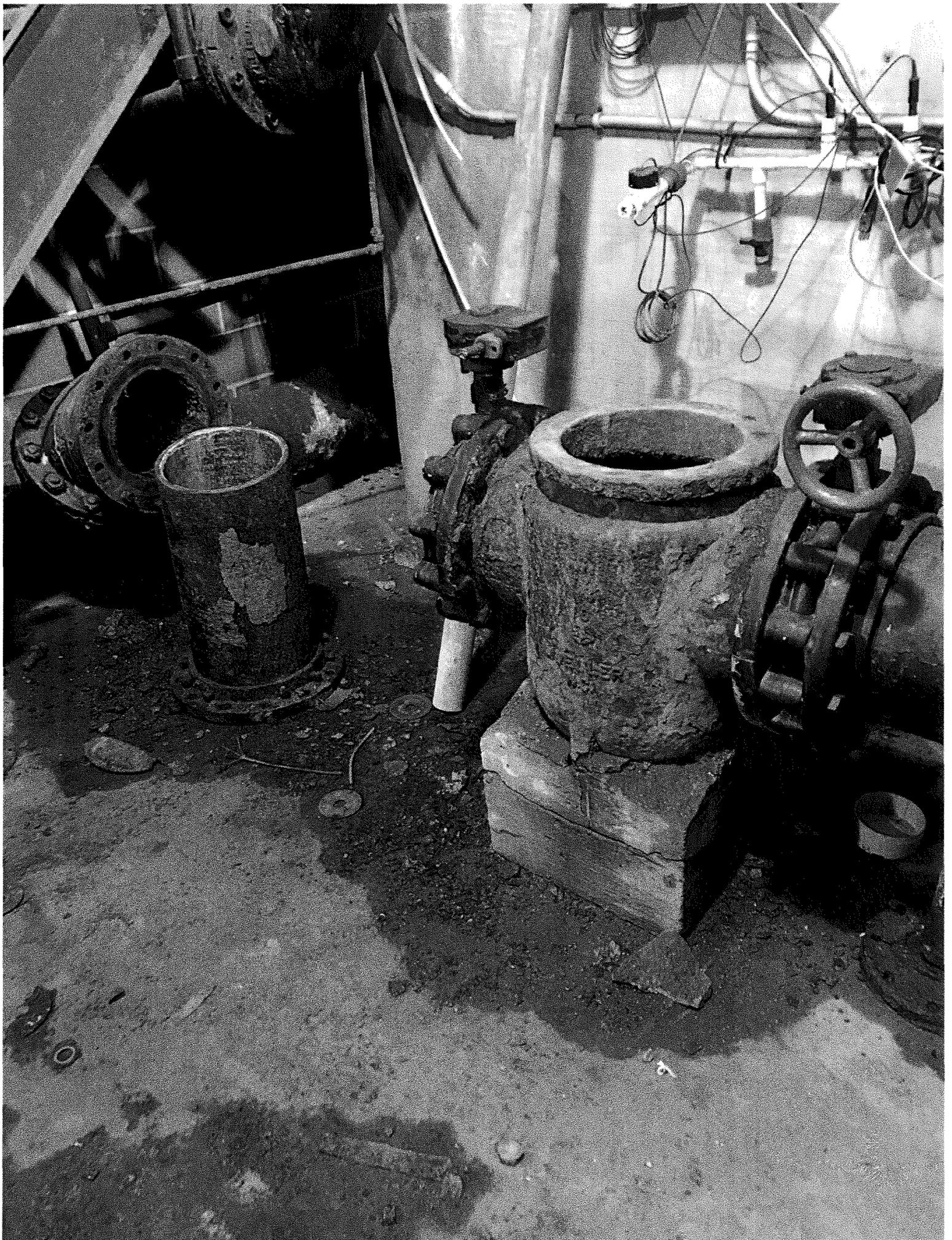
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 77,550.00	Substantial completion (days or date): 120
	Ready for final payment (days or date): 120

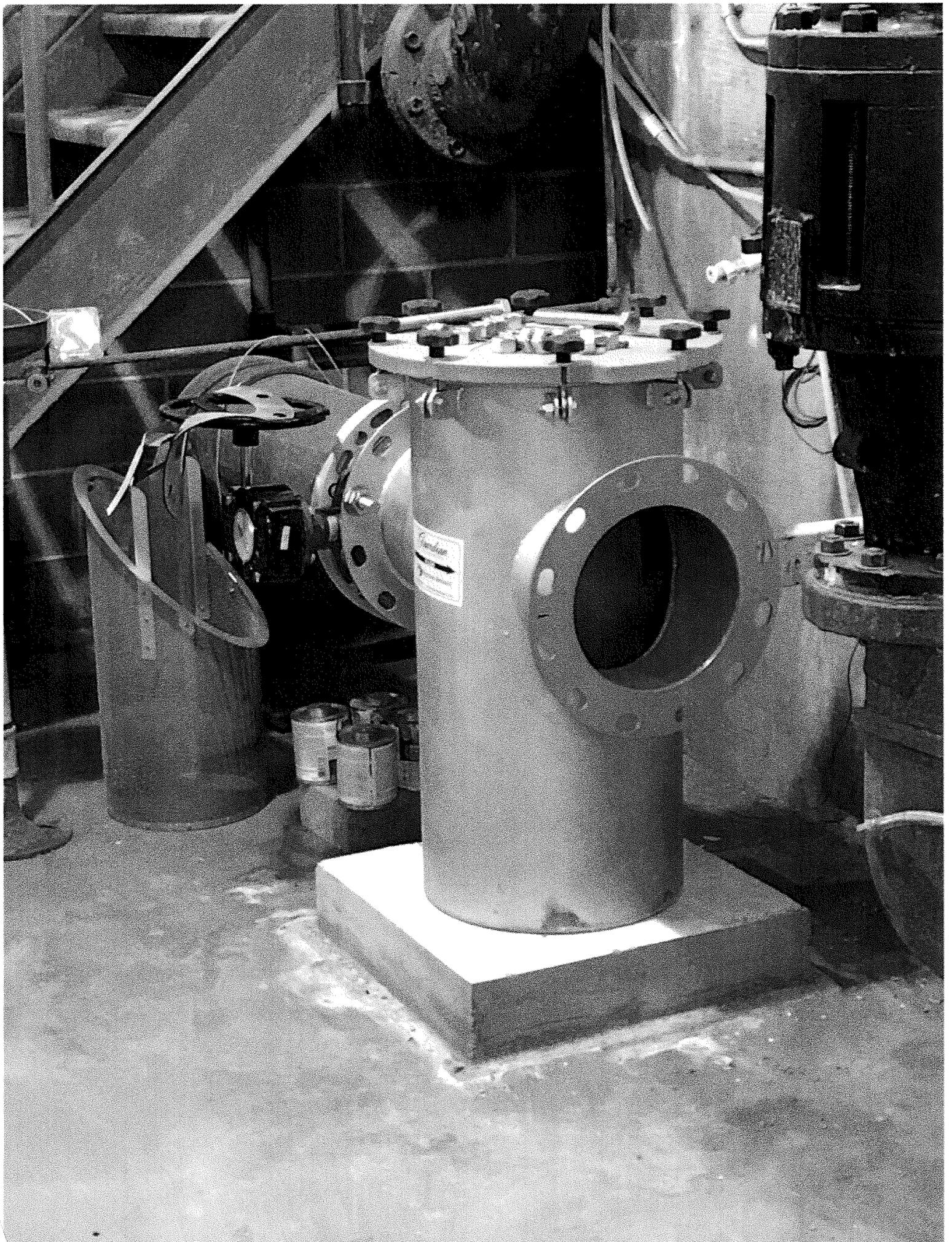
[Increase] [Decrease] of this Change Order:	[Increase] [Decrease] of this Change Order:
\$ 4,009.89	Substantial completion (days or date): <u> N/A </u>
	Ready for final payment (days or date): <u> N/A </u>

Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 81,559.89	Substantial completion (days or date): 120
	Ready for final payment (days or date): 04/17/2019

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: 
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: _____	Date: _____	Date: <u> 1/18/19 </u>
Approved by Funding Agency (if applicable): _____		Date: _____







Public Hearings – 7:30 p.m.

May 15, 2019

To: The Honorable Mayor and City Council

From: Richard M. Finn, City Manager 

Subject: Public Hearings for 2019-20 Operating Budgets and 2019-20 Through 2023-24 Capital Budget

As part of the Budget review process, the City provides the public with an opportunity to voice their opinions about the Proposed Budgets, both Operating and Capital. Public Hearings on the Proposed Budgets, as well as the Proposed Local Law to override the tax levy limit, have been scheduled as follows:

Monday, May 20, 2019

7:30 p.m.	2019-20 Operating Budgets
7:30 p.m.	2019-20 through 2023-24 Capital Budget
7:30 p.m.	Proposed Local Law No. 1 of 2019 - A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c

LOCAL LAW

Page 1 of 2

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

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

Table with 2 columns: YEA, NAY. It contains 6 empty rows for recording votes.

Introduced by

Council Member Cody J. Horbacz

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

WHEREAS, the City Council of the City of Watertown desires to override the limit on the amount of real property taxes that may be levied by the City of Watertown pursuant to General Municipal Law §3-c, and to allow the City of Watertown to adopt a budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c; and

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

WHEREAS a public hearing on this was held on May 20, 2019, at 7:30 p.m. in the City Council Chambers;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF WATERTOWN, NEW YORK AS FOLLOWS:

Tax Levy Limit Override: The City Council of the City of Watertown, County of Jefferson is hereby authorized to adopt a budget for the fiscal year 2019-2020 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

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

LOCAL LAW

Page 2 of 2

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

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

Total

YEA	NAY

application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

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

Seconded by Council Member Ryan J. Henry-Wilkinson

May 7, 2019

To: The Honorable Mayor and City Council
From: Richard Finn, City Manager 
Subject: NYSDEC Municipal Separate Storm Sewer Systems (MS4) Annual Report

The attached draft report has been prepared by City staff in coordination with the Jefferson County Soil and Water Conservation District. The draft is available, for public review and comment, on the City website and at www.jcnystormwater.com.

The public is welcome to comment on this draft annual report at the May 20, 2019 Council meeting or by contacting the Water Superintendent at 315-785-7757 or vmurphy@watertown-ny.gov.

At the close of business on May 28, 2019 this draft will be signed and formally submitted with all relevant comments to the NYSDEC and to the Jefferson County Soil and Water Conservation District.

MS4 Annual Report Cover Page

MCC form for period ending March 9, 2 0 1 9

Provide SPDES ID of each permitted MS4 included in this report.

SPDES ID
N Y R 2 0 A

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2 0 1 9

Name of MS4

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

Section 2 - Contact Information

Important Instructions - Please Read

Contact information must be provided for *each* of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- Principal Executive Officer/Chief Elected Official
- Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name MI Last Name

Title

Address

City State Zip

eMail

Phone County

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

4. Evaluating Progress Toward Measurable Goals MCM 1

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMP in this reporting period.

Monitor number of hits to website.
 Number of brochures, fact sheets, and new letters developed.
 Number of people trained.
 Number of public meetings/presentations
 Number of attendees

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

Public events/presentations with 65 attendees
 60 construction site operators trained
 50 printed materials distributed
 432 on mailing list
 11 kiosks/displays

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this Measurable Goal during this reporting period?
 Yes No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMP?
 Yes No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Conduct public meetings/presentations
 Develop brochures, fact sheets
 Conduct training
 Maintain kiosks and displays

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition SPDES ID

4.a. If this report was made available on the internet, what date was it posted?

Leave blank if this report was not posted on the internet.

/ /

4.b. For how many days was/will this report be posted?

If submitting a report for single MS4, answer 5.a.. If submitting a joint report, answer 5.b..

5.a. Was an Annual Report public meeting held in this reporting period?

Yes No

If Yes, what was the date of the meeting?

/ /

If No, is one planned?

Yes No

5.b. Was an Annual Report public meeting held for all MS4s contributing to this report during this reporting period?

Yes No

If No, is one planned for each?

Yes No

6. Were comments received during this reporting period?

Yes No

If Yes, attach comments, responses and changes made to SWMP in response to comments to this report.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2019

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

7. Evaluating Progress Toward Measurable Goals MCM 2

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

-Number of comments received from public regarding the SWMPP.
-Number of comments received from public regarding the Annual Report.
-Number of calls to the hotline.
-Number of cleanup events held
-Number attending community meetings

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

-Zero comments received from public regarding the SWMPP
-Zero comments received from public regarding the Annual Report
-2 cleanup events held
-555 attendees for community meetings
-74 attendees for stakeholder meetings

C. How many times was this observation measured or evaluated in this reporting period?

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Hold community meetings
Post annual report on website for comments
Receive any comments on SWMP's
Hold cleanup events
Hold stakeholder meetings

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2019

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition City of Watertown

SPDES ID
N Y R 2 0 A 5 6 5

8. URL(s) con't.:

Please provide specific address of page where map(s) can be accessed - not home page

URL
[Grid for URL entry]

9. Has an IDDE law been adopted for each traditional MS4 and/or have IDDE procedures been approved for all non-traditional MS4s contributing to this report? Yes No

10. If Yes, has every traditional MS4 contributing to this report certified that this law is equivalent to the NYS Model IDDE Law? Yes No NT

11. What percent of staff in relevant positions and departments has received IDDE training? 100%

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

12. Evaluating Progress Toward Measurable Goals MCM 3

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Percent of outfalls mapped.
 Percent of sewersheds mapped.
 Percent of total storm sewer system mapped.
 Percent of outfalls for which an outfall reconnaissance inventory has been performed.
 Adoption and enforcement of local IDDE law or ordinance.

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

100% of outfalls mapped
 100% of swersheds mapped
 100% of storm sewer system mapped
 Enforcement of local IDDE laws
 Two generating sites inspected
 IDDE training for staff

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Screen 20 outfalls for dry weather discharges
 Conduct two industry inspections for IDDE
 Attend IDDE training

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

Minimum Control Measures 4 and 5.
Construction Site and Post-Construction Control

The information in this section is being reported (check one):

- On behalf of an individual MS4
 On behalf of a coalition

How many MS4s contributed to this report?

		1
--	--	---

1a. Has each MS4 contributing to this report adopted a law, ordinance or other regulatory mechanism that provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities? Yes No

1b. Has each Town, City and/or Village contributing to this report documented that the law is equivalent to a NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control through either an attorney certification or using the NYSDEC Gap Analysis Workbook? Yes No NT

If Yes, Towns, Cities and Villages provide date of equivalent NYS Sample Local Law.

09/2004 03/2006 NT

2. Does your MS4/Coalition have a SWPPP review procedure in place? Yes No

3. How many Construction Stormwater Pollution Prevention Plans (SWPPPs) have been reviewed in this reporting period?

		2
--	--	---

4. Does your MS4/Coalition have a mechanism for receipt and consideration of public comments related to construction SWPPPs? Yes No NT

If Yes, how many public comments were received during this reporting period?

		0
--	--	---

5. Does your MS4/Coalition provide education and training for contractors about the local SWPPP process? Yes No

6. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, indicate the number of actions, or note those for which you do not have authority:

- | | | | | | | | | |
|--|---|---|--|---|--|--|---|---|
| <input type="radio"/> Notices of Violation | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>1</td></tr></table> | | | | | 1 | <input type="radio"/> No Authority |
| | | | | 1 | | | | |
| <input type="radio"/> Stop Work Orders | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> | | | | | 0 | <input type="radio"/> No Authority |
| | | | | 0 | | | | |
| <input type="radio"/> Criminal Actions | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | <input checked="" type="radio"/> No Authority |
| | | | | | | | | |
| <input type="radio"/> Termination of Contracts | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> | | | | | 0 | <input type="radio"/> No Authority |
| | | | | 0 | | | | |
| <input type="radio"/> Administrative Fines | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> | | | | | 0 | <input type="radio"/> No Authority |
| | | | | 0 | | | | |
| <input type="radio"/> Civil Penalties | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> | | | | | 0 | <input type="radio"/> No Authority |
| | | | | 0 | | | | |
| <input type="radio"/> Administrative Orders | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | <input checked="" type="radio"/> No Authority |
| | | | | | | | | |
| <input type="radio"/> Enforcement Actions or Sanctions | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> | | | | | 0 | |
| | | | | 0 | | | | |
| <input type="radio"/> Other | # | <table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table> | | | | | 0 | <input type="radio"/> No Authority |
| | | | | 0 | | | | |

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown									
-------------------	--	--	--	--	--	--	--	--	--

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

		1
--	--	---

1. How many construction projects have been authorized for disturbances of one acre or more during this reporting period?

		2
--	--	---

2. How many construction projects disturbing at least one acre were active in your jurisdiction during this reporting period?

		2
--	--	---

3. What percent of active construction sites were inspected during this reporting period? NT

1	0	0
---	---	---

 %

4. What percent of active construction sites were inspected more than once? NT

1	0	0
---	---	---

 %

5. Do all inspectors working on behalf of the MS4s contributing to this report use the NYS Construction Stormwater Inspection Manual? Yes No NT

6. Does your MS4/Coalition provide public access to Stormwater Pollution Prevention Plans (SWPPPs) of construction projects that are subject to MS4 review and approval? Yes No NT

If your MS4 is Non-Traditional, are SWPPPs of construction projects made available for public review? Yes No

If Yes, use the following page to identify location(s) where SWPPPs can be accessed.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2019

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition: City of Watertown

SPDES ID
N Y R 2 0 A 5 6 5

6. con't.:

Submit additional pages as needed.

● MS4/Coalition Office

Department
C i t y o f W a t e r t o w n W a t e r D e p t .

Address
2 4 5 W a s h i n g t o n S t r e e t

City
W a t e r t o w n N Y Zip
1 3 6 0 1 -

Phone
(3 1 5) 7 8 5 - 7 7 5 7

○ Library

Address

City Zip

Phone
() -

○ Other

Address

City Zip

Phone
() -

○ Web Page URL(s): Please provide specific address where SWPPPs can be accessed - not home page.

URL

URL

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

7. Evaluating Progress Toward Measurable Goals MCM 4

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Number and type of enforcement actions. Percent of construction sites inspected. Number of SWPPP's reviewed. Number of construction sites authorized for disturbances greater than or equal to 1 acre. Allowance of public comments on SWPPP's
--

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

Local law adopted in 2017 100% of construction sites inspected 100% of construction sites inspected more than once 100% of SWPPP's reviewed
--

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?
 Yes No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?
 Yes No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Enforcement of local law Inspection of construction sites Review of SWPPP's received Authorization of disturbance of construction sites greater than or equal to one acre Allowance of public comments on SWPPP's

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown									
-------------------	--	--	--	--	--	--	--	--	--

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

- 4a. Are the MS4s contributing to this report involved in a regional/watershed wide planning effort?
 Yes No
- 4b. Does the MS4 have a banking and credit system for stormwater management practices?
 Yes No
- 4c. Do the SWMP Plans for each MS4 contributing to this report include a protocol for evaluation and approval of banking and credit of alternative siting of a stormwater management practice?
 Yes No
- 4d. How many stormwater management practices have been implemented as part of this system in this reporting period?

		1
--	--	---
- 5. What percent of municipal officials/MS4 staff responsible for program implementation attended training on Low Impace Development (LID), Better Site Design (BSD) and other Green Infrastructure principles in this reporting period?

	2	7
--	---	---

 %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

6. Evaluating Progress Toward Measurable Goals MCM 5

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Enforcement of local law
Number and type of enforcement actions.
Number of SWPPPs reviewed.
Number of post-construction stormwater management practices inventoried
Number of post-construction stormwater management practices inspected
Number of post-construction stormwater management practices maintained

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

One Notice of Violation written
Two SWPPPs reviewed
Nine post-construction stormwater management practices inventoried
Three post-construction stormwater management practices inspected
Three post-construction stormwater management practices maintained

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Enforcement of local law
Inspections of post-construction management practices
Inventory of future post-construction management practices
Maintenance of post-construction management practices
Attendance of training
Review of any new SWPPPs

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown																			
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

Minimum Control Measure 6. Stormwater Management for Municipal Operations

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

		1
--	--	---

1. Choose/list each municipal operation/facility that contributes or may potentially contribute Pollutants of Concern to the MS4 system. For each operation/facility indicate whether the operation/facility has been addressed in the MS4's/Coalition's Stormwater Management Program(SWMP) Plan and whether a self-assessment has been performed during the reporting period. A self-assessment is performed to: 1) determine the sources of pollutants potentially generated by the permittee's operations and facilities; 2) evaluate the effectiveness of existing programs and 3) identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it's not done already.

<u>Operation/Activity/Facility</u>	<u>Addressed in SWMP?</u>		<u>Self-Assessment Operation/Activity/Facility performed within the past 3 years?</u>	
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Street Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bridge Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Winter Road Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salt Storage.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solid Waste Management.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New Municipal Construction and Land Disturbance..	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Right of Way Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marine Operations.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hydrologic Habitat Modification.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks and Open Space.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Municipal Building.....	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stormwater System Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle and Fleet Maintenance.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

2. Provide the following information about municipal operations good housekeeping programs:

- Parking Lots Swept (Number of acres X Number of times swept) # Acres

		2	0
--	--	---	---
- Streets Swept (Number of miles X Number of times swept) # Miles

1	8	8	5
---	---	---	---
- Catch Basins Inspected and Cleaned Where Necessary #

	2	9	9
--	---	---	---
- Post Construction Control Stormwater Management Practices Inspected and Cleaned Where Necessary #

--	--	--	--
- Phosphorus Applied In Chemical Fertilizer # Lbs.

		5	4
--	--	---	---
- Nitrogen Applied In Chemical Fertilizer # Lbs.

4	4	2	0
---	---	---	---
- Pesticide/Herbicide Applied # Acres

		0	
--	--	---	--

(Number of acres to which pesticide/herbicide was applied X Number of times applied to the nearest tenth.)

3. How many stormwater management trainings have been provided to municipal employees during this reporting period?

			4
--	--	--	---

4. What was the date of the last training?

0	2	/	0	6	/	2	0	1	9
---	---	---	---	---	---	---	---	---	---

5. How many municipal employees have been trained in this reporting period?

		4
--	--	---

6. What percent of municipal employees in relevant positions and departments receive stormwater management training?

	2	7	%
--	---	---	---

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

7. Evaluating Progress Toward Measurable Goals MCM 6

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMP in this reporting period.

Percent of staff trained.
 Number and catch basins inspected and cleaned.
 Number of conveyance systems inspected and cleaned.
 Miles of streets swept and acres of parking lots swept.
 Pounds of nitrogen applied

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

27% of affected staff trained
 299 catch basins inspected and cleaned
 1885 miles of streets swept
 20 acres of parking lots swept
 54 pounds of phosphorous applied

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Train staff
 Clean and inspect catch basins
 Sweep streets
 Sweep parking lots
 Inspect and clean conveyance systems
 Treat use of herbicides/pesticides/fertilizer

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

Additional Watershed Improvement Strategy Best Management Practices

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

MS4s must answer the questions or check NA as indicated in the table below.

MS4 Description	Answer	Check NA	(POC)
NYC EOH Watershed	-	-	-
Traditional Land Use	1,2,3,4,5,6,7a-d,8a,8b,9	10,11,12	Phosphorus
Traditional Non-Land Use	1,2,3,4,7a-d,8a,8b,9	5,10,11,12	Phosphorus
Non-Traditional	1,2,77a-d,8a,8b,9	3,4,5,10,11,12	Phosphorus
Onondaga Lake Watershed	-	-	-
Traditional Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Non-Traditional	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Greenwood Lake Watershed	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Oyster Bay	-	-	-
Traditional Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Non-Traditional	1,4,7a-d,9	2,3,4,5,8a,8b,10,11,12	Pathogens
Peconic Estuary	-	-	-
Traditional Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Traditional Non-Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Non-Traditional	1,4,7a-d,8a,9	2,3,4,5,8b,10,11,12	Pathogens and Nitrogen
Oscawana Lake Watershed	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
LI 27 Embayments	-	-	-
Traditional Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Non-Traditional	1,2,3,4,7a-d,9	5,6,8a,8b,10,11,12	Pathogens

1. Does your MS4/Coalition have an education program addressing impacts of phosphorus/nitrogen/pathogens on waterbodies? Yes No N/A

2. Has 100% of the MS4/Coalition conveyance system been mapped in GIS? Yes No N/A

If N/A, go to question 3.

If No, estimate what percentage of the conveyance system has been mapped so far. %

Estimate what percentage was mapped in this reporting period. %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown									
-------------------	--	--	--	--	--	--	--	--	--

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

3. Does your MS4/Coalition have a Stormwater Conveyance System (infrastructure) Inspection and Maintenance Plan Program? Yes No N/A

4. Estimate the percentage of on-site wastewater treatment systems that have been inspected and maintained or rehabilitated as necessary in this reporting period?

1	0	0
---	---	---

 %

5. Has your MS4/Coalition developed a program that provides protection equivalent to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001) to reduce pollutants in stormwater runoff from construction activities that disturb five thousand square feet or more? Yes No N/A

6. Has your MS4/Coalition developed a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre that provides equivalent protection to the NYS DEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001), including the New York State Stormwater Design Manual Enhanced Phosphorus Removal Standards? Yes No N/A

7a. Does your MS4/Coalition have a retrofitting program to reduce erosion or phosphorus/nitrogen/pathogen loading? Yes No N/A

7b. How many projects have been sited in this reporting period?

		0
--	--	---

7c. What percent of the projects included in 7b have been completed in this reporting period?

		0
--	--	---

 %

7d. What percent of projects planned in previous years have been completed?

1	0	0
---	---	---

 %

No Projects Planned

8a. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper fertilizer application on municipally owned lands? Yes No N/A

8b. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper disposal of grass clippings and leaves from municipally owned lands? Yes No N/A

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	1	9
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
---	---	---	---	---	---	---	---	---

- 9. Has your MS4/Coalition developed and implemented a program of native planting?
 Yes No N/A
- 10. Has your MS4/Coalition enacted a local law prohibiting pet waste on municipal properties and prohibiting goose feeding?
 Yes No N/A
- 11. Does your MS4/Coalition have a pet waste bag program?
 Yes No N/A
- 12. Does your MS4/Coalition have a program to manage goose populations?
 Yes No N/A