

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, February 3, 2014, 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 - Agreement Between the City of Watertown and the County of Jefferson, AAA Transportation Program
- Resolution No. 2 - Finding That Changing the Approved Zoning Classification of 520-526 Meade Street From Residence B to Neighborhood Business District Will Not Have a Significant Impact on the Environment
- Resolution No. 3 - Finding That Changing the Approved Zoning Classification of VL10 Washington Street From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial Will Not Have a Significant Impact on the Environment
- Resolution No. 4 - Finding That Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street from Residence A to Light Industrial Will Not Have a Significant Impact on the Environment

ORDINANCES

- Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$150,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 10 Within the City

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Ordinance Changing the Approved Zoning Classification of 520-526 Meade Street, Parcels 1-15-220 and 1-15-221, From Residence B to Neighborhood Business District
- 7:30 p.m. Ordinance Changing the Approved Zoning Classification of VL10 Washington Street, Parcel 14-26-102.100, From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial
- 7:30 p.m. Ordinance Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street, parcels 1-27-104, 1-27-103, 1-27-103.001, and 1-27-102, from Residence A to Light Industrial

OLD BUSINESS

- Laid Over Under the Rules - Ordinance Amending City Municipal Code § 293, Vehicles and Traffic
- Tabled - Resolution Establishing Assessment Charge for Sidewalks, Spring and Fall 2014 Pursuant to Section 93 of the City Charter

STAFF REPORTS

1. CDBG Citizen Participation Plan
2. Surplus Sale of Vehicles and Equipment
3. Letter from Development Authority of the North Country
4. Letter from Watertown Figure Skating Association

NEW BUSINESS

EXECUTIVE SESSION

1. Employment History of a Particular Individual
2. Collective Bargaining

WORK SESSION

Next Work Session is scheduled for Monday, February 10, 2014, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
FEBRUARY 18, 2014.**

Res No. 1

January 21, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Agreement Between the City of Watertown and the County of Jefferson, AAA Transportation Program

The New York State Office for the Aging has agreed to provide State and Federal funds to the County of Jefferson to furnish specified transportation services to certain elderly residents within the County of Jefferson. The County has asked the City to assist them by providing this transportation service for the seniors within the CitiBus service area.

Attached for City Council consideration is an Agreement between the City of Watertown and the County of Jefferson, acting through the Jefferson County Office for the Aging. Under the terms of this Agreement, the City will provide transportation services, through our CitiBus program to residents of Jefferson County who are sixty years of age or older to enable them to access and receive health, welfare and nutrition services. The Agreement is for the term October 1, 2013 to March 31, 2014, at a cost not-to-exceed \$5,600.00.

A resolution approving the Agreement between the City of Watertown and the County of Jefferson, acting through the Jefferson County Office for the Aging, has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Agreement Between the City of Watertown and the County of Jefferson, AAA Transportation Program

Introduced by

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS the New York State Office for the Aging has agreed to provide State and Federal funds to the County of Jefferson to furnish specified transportation services to certain elderly residents within the County of Jefferson, and

WHEREAS Jefferson County, acting through the Jefferson County Office for the Aging, wishes to enter into an Agreement with the City of Watertown to provide this service within the CitiBus service area, and

WHEREAS the Agreement is to provide transportation services, through our CitiBus program, to residents of Jefferson County who are sixty years of age or older to enable them to access and receive health, welfare and nutrition services, and

WHEREAS the term of this Agreement is from October 1, 2013 through March 31, 2014, at a cost not-to-exceed \$5,600.00,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement between the City of Watertown and Jefferson County, acting through the Jefferson County Office for the Aging, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by

AGREEMENT

This Agreement, made the ___ day of _____, 20___, by and between

THE COUNTY OF JEFFERSON, a municipal corporation of the State of New York, with principal offices located at 195 Arsenal Street, Watertown, New York 13601 (hereinafter referred to as "**COUNTY**"), acting through the Jefferson Office for the Aging, (hereinafter referred to as "**OFA**"),

- and -

THE CITY OF WATERTOWN, a municipal corporation of the State of New York with a principal place of business located at 245 Washington Street, Watertown, New York 13601 (hereinafter referred to as "**CONTRACTOR**") (COUNTY and CONTRACTOR are hereinafter collectively referred to as "the Parties").

WITNESSETH:

WHEREAS, New York State Office for Aging has agreed to provide State and Federal funds to COUNTY from certain grant programs pursuant to Section 541 of the Executive Law of the State of New York; New York State and any amendments thereto; and

WHEREAS, OFA is charged with the responsibility of administering the AAA Transportation Program in the County of Jefferson, State of New York; and

WHEREAS, COUNTY desires to contract with CONTRACTOR for the furnishing of specified transportation services to certain elderly residents within the County of Jefferson; and

WHEREAS, CONTRACTOR is able to and desires to provide the aforesaid services to COUNTY,

NOW, THEREFORE, In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

SECTION 1. DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meanings indicated:

NYSOFA	The New York State Office for the Aging.
PARTICIPANT	A resident the County of Jefferson New York who is sixty years of age or older and who is otherwise eligible to receive services under Title III of the Older Americans Act as amended, or under Section 541 of the New York Executive Law.
SERVICES	The provision of transportation and escort services within CONTRACTORS existing service area to PARTICIPANTS who require transportation to enable them to access and receive health, welfare and nutrition services.

References in this Agreement to the singular shall be deemed to include the plural; references to the male gender shall be deemed to include the female gender; and references to an individual shall be deemed to include other legal entities where the context so indicates.

SECTION 2. TERM OF AGREEMENT

This Agreement shall take effect on October 1, 2013, and is for the period of October 1, 2013 through and including March 31, 2014.

SECTION 3. TERMINATION

This Agreement may be terminated by either party at any time upon thirty (30) day written notice to the other party. Said thirty (30) day period shall commence on the date such notice is actually received by the other party.

SECTION 4. CONTRACTOR REPRESENTATIONS AND ACKNOWLEDGMENTS

CONTRACTOR represents that it is fully licensed (to the extent required by law), experienced and properly qualified to perform the SERVICES as provided under this Agreement and that it is properly permitted, staffed, trained, equipped, organized and financed to perform such SERVICES.

CONTRACTOR hereby acknowledges that it is aware that COUNTY will rely upon the accuracy of information supplied by CONTRACTOR pursuant to this Agreement in submitting claims for reimbursement from government sources. CONTRACTOR also acknowledges that it is aware that there are significant penalties for submitting false information to governmental agencies, including the possibility of fines and imprisonment. CONTRACTOR shall be responsible for any monetary fine, penalty or sanction imposed upon COUNTY, its officers, employees and agents as a consequence of the use by COUNTY of false information submitted to the COUNTY by CONTRACTOR, unless it is shown the COUNTY had actual prior knowledge of the falsity of such information.

CONTRACTOR represents that it is not a sectarian organization and does not have as one of its purposes the advancement of a particular religion. CONTRACTOR further represents and promises that funds received pursuant to this Agreement shall not be utilized for sectarian purposes and CONTRACTOR shall not engage in the promotion or advancement of any particular religious practices during the performance of its duties under this Agreement.

SECTION 5. GENERAL STATEMENT OF SERVICES AND RESPONSIBILITIES

CONTRACTOR shall provide all necessary and appropriate facilities, personnel, equipment, and supplies, including, but not limited to licensed drivers (operating and supervisory), insurance, fuel and oil, to render SERVICES to PARTICIPANTS.

SECTION 6. RECORD KEEPING; AUDIT AND INSPECTION

CONTRACTOR agrees to maintain books, records, documents, and other evidence and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. These records shall be subject at all reasonable times for inspection, review or audit by State personnel and other personnel duly authorized by COUNTY. CONTRACTOR agrees to collect statistical data of a fiscal nature on a regular basis and to make fiscal and statistical reports at times prescribed by and on forms furnished by COUNTY through the Office for Aging and duly authorized by the State Office for Aging.

CONTRACTOR agrees to maintain program and statistical records and to produce program narrative and statistical data at times as prescribed by, and on forms furnished by OFA. Upon reasonable request,

CONTRACTOR shall provide COUNTY, NYSOFA and/or the United States government with other reports concerning SERVICES provided pursuant to this Agreement.

CONTRACTOR agrees to retain all books, records, and other documents relevant to this agreement for six (6) full years after final payment. Federal and/or State auditors and any persons duly authorized by COUNTY shall have full access to and the right to examine any of said materials during said period.

CONTRACTOR shall have its premises open for inspection by officials of OFA and/or COUNTY, State of New York, and/or the United States Government at any time during normal business hours.

SECTION 7. GRIEVANCE PROCEDURES

Should PARTICIPANTS, family members or care givers, express dissatisfaction with or be denied SERVICES, CONTRACTOR shall immediately undertake to informally resolve the complaint. Should any such matter not be satisfactorily resolved, CONTRACTOR shall notify the individual of his right to file a formal written grievance in accordance with OFA's Grievance Procedures, which are outlined in **Appendix "A"** and which by this reference are made a part of this Agreement. CONTRACTOR shall post the Grievance Procedures in a prominent location at the SERVICE delivery site. All staff of CONTRACTOR providing SERVICES are to be instructed concerning these grievance procedures and must verbally inform unsatisfied PARTICIPANTS, family members or care givers of their right to file a grievance.

SECTION 8. COMPLIANCE WITH ALL LAWS

The CONTRACTOR agrees that during the performance its obligations required pursuant to this Agreement, CONTRACTOR and all officers, employees, agents or representatives working under CONTRACTOR'S direction shall strictly comply with all local, state or federal laws, ordinances, rules or regulations applicable to the SERVICES and this Agreement, and including, but not limited to, compliance with all laws and other legal obligations outlined in **Appendix "B"** which is attached hereto and made a part of this Agreement.

SECTION 9. FINANCIAL ARRANGEMENTS

COUNTY shall pay CONTRACTOR in full satisfaction for SERVICES rendered in accordance with this Agreement the sum, not to exceed FIVE THOUSAND SIX HUNDRED DOLLARS (\$5,600.00) for the entire period of the Agreement. PARTICIPANT contributions are projected to be TWO THOUSAND FIVE HUNDRED DOLLARS AND 50/100 (\$2,500.50). The total value of the Agreement shall not exceed EIGHT THOUSAND ONE HUNDRED DOLLARS AND 50/100 (\$8,100.50) for the entire period of the Agreement. CONTRACTOR shall submit a claims for SERVICES rendered for each month as soon as practicable following the conclusion of that month. Any claims submitted after said tenth day of the month for payment for SERVICES for the prior month may be held by COUNTY for payment with the subsequent month's claim. Each claim shall be accompanied by: (A) a listing of PARTICIPANTS who were actually provided with SERVICES by CONTRACTOR in the given month with reference to the number of one-way trips provided to each PARTICIPANT; and (B) and a monthly listing of the amount of contributions received from all PARTICIPANTS.

CONTRACTOR agrees to notify PARTICIPANTS of the opportunity to contribute towards the cost of SERVICES in accordance with to a suggested contribution schedule supplied by OFA. SERVICES provided to PARTICIPANTS shall not be adversely affected by a failure to contribute to all or part of the cost of SERVICES.

CONTRACTOR agrees not to request payment for, or to receive payment for services which are not rendered in compliance with this Agreement.

SECTION 10. CONTRACT DEEMED EXECUTORY

This Agreement shall be deemed executory only to the extent of funds appropriated by the Jefferson

County Board of Legislators and or the governments of the State of New York and the United States and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by the COUNTY beyond the amount of such funds. It is understood and agreed that neither this Agreement, nor any representation by any public employee or officer creates any legal, moral or equitable obligation on the part of the COUNTY to request, appropriate or make additional funds available for the purposes of this Agreement.

SECTION 11. ASSIGNMENT; SUBCONTRACTING

CONTRACTOR shall not assign, transfer, convey, or otherwise dispose of this Agreement, or the right to execute it, or the right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, unless the previous written consent of COUNTY has first been obtained. Any attempted or purported assignment without such prior written consent shall be void. The provisions of this clause shall not hinder, prevent, or affect any assignment by CONTRACTOR for the benefit of its creditors made pursuant to the Laws of the State of New York.

CONTRACTOR will not subcontract its duties hereunder without the prior written consent of COUNTY. This provision does not prohibit CONTRACTOR from entering into employment contracts or, contracts for the acquisition of goods or facilities or the provision of services which are ancillary to the main purpose of this Agreement and are not directly related to the provision of SERVICES hereunder without consent of COUNTY. Prior to submitting a subcontractor for approval under this Section, CONTRACTOR shall diligently inquire into the capability, qualifications and background of the subcontractor, and the submission of a subcontractor for approval shall constitute an affirmative representation by CONTRACTOR that the subcontractor is fully capable, qualified and licensed to provide the subcontracted SERVICES.

Any subcontract entered into by CONTRACTOR pursuant to this section shall provide that CONTRACTOR will retain ultimate control and responsibility for the service provided under the subcontract and that the subcontractor shall be bound by the provisions of the Agreement between CONTRACTOR and COUNTY and any other requirements applicable to CONTRACTOR in the provision of SERVICES pursuant to this Agreement. No contractual relationship shall be deemed to exist between any subcontractor and COUNTY, nor shall CONTRACTOR be relieved of any of its obligations under this Agreement, as a consequence of any subcontract approved by COUNTY under this Section.

SECTION 12. INSURANCE REQUIREMENTS

CONTRACTOR shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Worker's Compensation insurance, Employer's Liability Insurance, Disability Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance and Professional Liability Insurance, and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms, shall be written by insurers licensed to do business in the State of New York and which have an A.M. Best Rating of A(-) or better as determined in the most recent A.M. Best publication, and who have been fully informed as to the nature of the SERVICES to be performed, and shall cover risks and liability to CONTRACTOR resulting from this Agreement. Commercial General Liability shall include personal injury liability. **Except for Worker's Compensation Insurance and Disability Insurance, the COUNTY, its officers, employees and agents shall be named as additional insureds on all such policies** with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of CONTRACTOR and not those of the COUNTY. Notwithstanding anything to the contrary in this Agreement, CONTRACTOR irrevocably waives all claims against the COUNTY for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Section. The provision of insurance by CONTRACTOR shall not in any way limit CONTRACTOR's liability under this Agreement.

<u>Type of Coverage</u>	<u>MINIMUM Limits of Coverage</u>
Worker's Compensation and NYS Disability	Statutory

Business Automobile Liability (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles)	\$1,000,000 Combined Single Limit
Commercial General Liability, (including Broad form contractual Liability, combined bodily injury and property damage)	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate Limit \$2,000,000 Products Completed Operations \$1,000,000 Advertising/Personal Injury \$10,000 Premises Medical Payment
Professional Liability	\$2,000,000 Aggregate \$1,000,000 Each Claim

Each policy of insurance, and except for Workers Compensation Insurance and Disability Insurance, shall contain clauses to the effect that (i) such insurance shall be primary without right of contribution of any other insurance or self-insurance, including any deductible, maintained and/or otherwise provided by or on behalf of the COUNTY with respect to its interests, (ii) it shall not be cancelled, including, without limitation, for non-payment of premium, or materially amended, without thirty (30) days prior written notice via certified registered mail to the COUNTY and the COUNTY shall have the option to pay any necessary premiums to keep such insurance in effect and charge the cost back to CONTRACTOR.

At the time of execution of this Agreement, and upon each policy renewal, CONTRACTOR shall submit to COUNTY certificates of insurance evidencing CONTRACTOR's compliance with the requirements of this Section, including certificates of insurance from any approved subcontractors.

SECTION 13. INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend and hold harmless COUNTY, and its officers, employees and agents from and against any and all claims, liens, demands, judgments, penalties, fines, liabilities, settlements, damages, costs and expenses of whatever kind or nature (including, without limitation, attorneys' fees and disbursements), known or unknown, contingent or otherwise, whether incurred as a result of a claim by a third party or any other person or entity, arising out of or in any way related to: (a) the operations or work of CONTRACTOR in the performance of this Agreement; or (b) the CONTRACTOR'S failure to comply with any of the provisions of this Agreement or of the Law.

The acts or omissions of any party employed directly or indirectly by CONTRACTOR shall be deemed to be that of CONTRACTOR for the purposes of the CONTRACTOR's obligations to defend, indemnify and hold harmless under this Section. The fact that a party so employed by CONTRACTOR is alleged or is proven to have acted outside the scope of employment, agency or contract, shall not release CONTRACTOR of any of its obligations under this Section.

Insofar as the facts and Law relating to any claim would preclude COUNTY or its officers, employees or agents, from being completely indemnified by CONTRACTOR, COUNTY and officers, agents, and employees, shall be partially indemnified by CONTRACTOR to the fullest extent permitted by Law.

SECTION 14. NON-DISCRIMINATION

CONTRACTOR will not discriminate against any employee, applicant for employment or PARTICIPANT because of race, creed, color, gender, national original, age, disability, sexual orientation or marital status.

SECTION 15. NONWAIVER

In the event that the terms and conditions of the Agreement are not strictly enforced by the COUNTY, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the COUNTY from enforcing each and every term of this Agreement thereafter.

SECTION 16. REMEDIES

The remedies available to COUNTY specified in this Agreement shall be cumulative and in addition to any other remedies available by law or in equity.

SECTION 17. APPLICABLE LAW

This Agreement shall be governed by the Laws of the State of New York, without regard to conflict of law principles thereof.

SECTION 18. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Clauses required by law to be inserted in this Agreement shall be deemed to be incorporated herein and the Agreement shall be read and enforced as though they were included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party, the Agreement shall forthwith be physically amended to make such correct insertion.

SECTION 19. SEVERABILITY

Should any provision of this Agreement be declared or found to be illegal, unenforceable, ineffective or void by a Court of competent jurisdiction, then (a) such provision shall be deemed stricken; (b) the balance of this Agreement, if capable of performance, shall remain in full force and effect; and (c) in the event that a provision is stricken pursuant to this Section then the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SECTION 20. MODIFICATION OF AGREEMENT

This Agreement may not be amended or modified in any of its provisions except by mutual consent, signed by duly authorized by duly authorized representatives of each of the Parties.

SECTION 21. NO THIRD PARTY BENEFICIARIES

Nothing contained in the Agreement shall create a contractual relationship with, an obligation to, or a cause of action in favor of any third-party against either the CONTRACTOR or the COUNTY.

SECTION 22. USE OF HEADINGS

Section headings contained herein are for information and reference only and do not comprise a part of the terms of this Agreement.

SECTION 23. NOTICES

Any notice required to be provided, or deemed necessary by either party to this Agreement, shall be complete when received by the party to whom it is transmitted in writing to the following persons and addresses:

COUNTY -

Director of Office for the Aging
175 Arsenal Street
Watertown, New York 13601

CONTRACTOR -

City Manager
City of Watertown
245 Washington Street
Watertown, NY 13601

SECTION 24. SURVIVING OBLIGATIONS

The following obligations of CONTRACTOR under this Agreement shall survive the termination and expiration hereof: Section 4; Section 6 insofar as it requires records to be maintained following termination of the agreement and allows audit thereof; Section 10; Section 11; Section 14; Section 16; Section 17; Section 18; Section 19; Section 20; Section 22; Section 23; Section 25; and Section 26.

SECTION 25. NO PROMISE OF EXPANDED SERVICE AREA

Nothing herein shall be construed as requiring CONTRACTOR to expand its transportation services beyond those which exist as of the effective date of this Agreement.

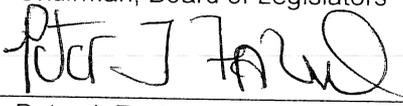
SECTION 26. ENTIRE AGREEMENT

This Agreement comprises the entire integrated agreement between the Parties and supercedes any and all prior understandings between the parties, oral or written, respecting the SERVICES.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

COUNTY OF JEFFERSON

By: _____
Carolyn D. Fitzpatrick
Chairman, Board of Legislators

By:  _____
Peter J. Fazio
Director, Office for the Aging

CONTRACTOR

By: _____
Sharon Addison
City Manager, City of Watertown

Tax Id No. _____

ACKNOWLEDGEMENTS

STATE OF NEW YORK)

ss.:

COUNTY OF JEFFERSON)

On this ___ day of _____, 20___, before me personally came **CAROLYN D. FITZPATRICK**, to me personally known, who, being by me duly sworn, did depose and say that she is the Chairman of the Board of Legislators of Jefferson County, the municipal corporation described in and which executed the foregoing instrument; that she signed her name hereto for and on behalf of said County by order of the Jefferson County Board of Legislators.

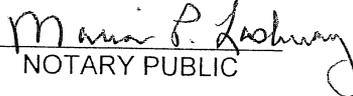
NOTARY PUBLIC

STATE OF NEW YORK)

ss.:

COUNTY OF JEFFERSON)

On this 15th day of JANUARY 2014 before me personally came **PETER J. FAZIO**, to me personally known, who, being by me duly sworn, did depose and say that he is the Director of the Jefferson County Office for the Aging, the administrative agency described in and which executed the foregoing instrument; that he signed his name hereto for and on behalf of said administrative agency by order of the Jefferson County Board of Legislators.



NOTARY PUBLIC

MARIA P. LASHWAY
Notary Public, State of New York
No. 04LA6144247
Qualified in Jefferson County
Commission Expires April 24, 2014

STATE OF NEW YORK)

ss.:

COUNTY OF JEFFERSON)

On this ___ day of _____, 20___, before me personally came **SHARON ADDISON**, to me personally known, who, being by me duly sworn, did depose and say that (s)he is the City Manager of the City of Watertown, the **CONTRACTOR** described in and which executed the foregoing instrument, and (s)he executed said instrument for and on behalf of said **CONTRACTOR**.

NOTARY PUBLIC

**JEFFERSON COUNTY OFFICE FOR THE AGING
GRIEVANCE PROCEDURES**

I. Purpose

A. In accordance with Section 306 (a) (6) (P) of the Older Americans Act, as amended (OAA), the Jefferson County Office for the Aging has established the following process for resolving complaints from older persons who are dissatisfied with or denied services funded under Title III of the Act.

II. Notifying Participants of Right to File Grievance

A. The Jefferson County Office for the Aging and each of its service provider agencies providing Title III services ("service provider agencies") shall notify participants and applicants of their right to file a grievance, as follows:

- 1) A summary of the procedures, including a statement that assistance to file shall be provided to older persons, must be prominently posted at service delivery sites or offices at which participants and service applicants apply for services. Summaries shall also be written in languages other than English where required to serve the client/applicant population.
- 2) In-home services participants shall be informed of the grievance procedures through written and verbal statements provided to them upon assessment and/or reassessment for services.

B. Denial of Service. A participant or applicant who is denied Title III services must be given the reasons for the denial. For housekeeping, homemaker, home delivered meals, case management, and other services for which written applications are made, the denial shall be confirmed in writing and the applicant informed of the right to file a grievance and to whom the grievance shall be addressed. For congregate meals, transportation, recreation and other services which are applied for by telephone or verbally, in person, the client may be told of the right to file a grievance verbally.

III. Grievance Process

A. Filing of Grievance

(1) Participants must submit their grievances in writing to the person(s) or office that has been designated by a service provider or by the Jefferson County Office for the Aging Director, whichever is appropriate, to conduct the initial review. The reviewer may be the director of the service provider agency of the Jefferson County Office for the Aging, or any other person designated by such director who is not familiar with or otherwise involved in the grievance.

(2) The grievance should be filed within thirty (30) days of denial, reduction or termination of services, or of the event or circumstance with which the participant is dissatisfied.

Appendix "A"

The Jefferson County Office for the Aging or service provider may grant an extension for good cause shown.

(3) The grievance should be filed on the form provided by the Jefferson County Office for the Aging which shall include a written statement setting forth in detail the date, time and circumstances that are the basis of the complaint.

B. Investigation and Response to Grievance

(1) The designated reviewer who performs the initial review shall investigate the grievance, including, as appropriate, meeting with the grievant and other persons involved in the action(s) complained of or in the denial of services.

The reviewer shall review all pertinent facts and/or documents, and shall determine whether the agency action was made in accordance with lawful procedures (that is, consistent with applicable OAA and or State laws, regulations and policies) and supported by the facts.

(2) The designated reviewer shall prepare and send a written response to the grievant and to the Jefferson County Office for the Aging Director within fifteen (15) days after the grievance is filed. The response shall set forth the circumstances relating to the grievance, the action requested by the grievant, the findings of the reviewer, a proposed remedial action, if any, and reason(s) for and facts relied on in the determination. If the grievance is being handled by a subcontractor organization, a copy of its decision must be forwarded to the Director of the Jefferson County Office for the Aging.

C. Appeal of Initial Response/Decision

(1) If the complaint has been handled by a service provider agency, under subcontract to the Jefferson County Office for the Aging, and the grievant is not satisfied with its determination, she/he has the right to further review as follows:

(a) She/he may initiate a request for subsequent review by the Jefferson County Office for the Aging Director within twenty (20) calendar days following receipt of notification by the service provider agency of its decision.

(b) The Jefferson County Office for the Aging Director shall request, and the subcontractor agency shall provide, copies of the initial file on the complaint in question. The Jefferson County Office for the Aging Director will review the materials to ensure that pertinent policies and procedures have been applied and followed. If appropriate, the Jefferson County Office for the Aging Director will meet with the older person to allow the grievant an opportunity to present information about the grievance.

(c) If policies and procedures have been adhered to, The Jefferson County Office for the Aging Director will not overturn the decision of its subcontractor agency. If proper policies and procedures have not been applied, the Jefferson County Office for the Aging reserves the right to overturn the decision. The subsequent review shall be completed within forty-five (45) days of receipt of the request by the older individual and the grievant will be notified in writing of the result of the subsequent review.

IV. Recordkeeping

The Jefferson County Office for the Aging or service provider agency which is handling the grievance shall keep a file, for six years, of all relevant documents and records. This shall include at a minimum: the initial grievance; any investigative reports; any written response submitted by the Jefferson County Office for the Aging or service provider agency; any documents or other records submitted by any party; the written Initial Response of the agency; and, if applicable, the notice to the grievant of the right to an appeal.

V. Confidentiality

No information, documents or other records relating to a grievance shall be disclosed by program staff or volunteers in a form that identifies the grievant without the written informed consent of the grievant, unless the disclosure is required by court order or for program monitoring by authorized agencies.

APPENDIX "B"

Standard Terms and Conditions for Aging Programs and Services Contracts

1. Statutes, Regulations, and Policies: Contractor agrees that all its activities under this Contract shall conform with all applicable Federal, State, and Local laws, and with Federal and State regulations, and program standards and Program Instructions of the New York State Office for the Aging (NYSOFA) that apply to such activities, including, but not limited to:

Rehabilitation Act of 1973, Sec. 504 (29 U.S.C. 794, Nondiscrimination)

Americans with Disabilities Act of 1990 (42 U.S. C. 12101, et seq.; see 92-PI-32, [8/4/92])

Civil Rights Act of 1964, Title VI, as amended (42 U.S.C. 2000-d et. seq.)

Older Americans Act

Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency)

Federal Executive Order 11246, as Amended by Executive Order 11375

(Affirmative Action); as Amended by Executive Order 12086 (Consolidation of Compliance Functions); and as Amended by Executive Order 13279 (Equal Protection for Faith-Based and Community Organizations.)

Executive Law, Article 15 (State Human Rights Law Prohibiting Discrimination Based on Race, Color, Creed, National Origin, Sex, Age, Disability, Sexual Orientation and Other Factors)

Equal Access to Services and Targeting Policy (12-PI-08)

Elder Law

2. Targeting: Contractor, to the extent it has discretion regarding to whom it will provide services, agrees to provide services to those unserved and underserved older adults in greatest social or economic need, particularly those who are low-income, low-income minorities, older adults with limited English proficiency, Native Americans, and frail/persons with disabilities and older adults residing in rural areas, in accordance with their need for such services, and to meet specific objectives established by the AAA for providing services to the above groups within the PSA. The Contractor agrees to concentrate the services on older adults in the targeted populations identified by the AAA following the methods the AAA has established for complying with the targeting requirements under the Older Americans Act and the Equal Access and Targeting Policy issued by the New York State Office for the Aging.
3. Language Access: Contractor shall inform persons with limited English proficiency (LEP) of the availability of language assistance, free of charge, by providing written notice of such assistance in a manner designed to be understandable by LEP persons at service locations and, at a minimum, have a telephonic interpretation service contract or similar community arrangement with a language interpretation services provider of their choice. The Contractor shall train staff that have contact with the public in the timely and appropriate use of these and other available language services.

4. Conformance with AAA Area Plan: To the extent that the contract with the AAA is for a program or service funded under the Area Plan, Contractor agrees that it and any subcontractors will perform such work in accordance with the terms of the Area Plan. The AAA agrees to make the Area Plan available to Contractor.
5. Contractor agrees that for programs established and funded in whole or in part pursuant to Title III of the Older Americans Act, Contractor shall: specify how it intends to satisfy the service needs of low-income minority individuals, older adults with limited English proficiency, and older adults residing in rural areas in the area served by it; to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older adults residing in rural areas in accordance with their need for such services; and meet specific objectives established by the AAA, for providing services to low-income minority individuals, older adults with limited English proficiency, and older adults residing in rural areas within the planning and service area.

County of Jefferson
Office of the County Attorney

County Office Building
175 Arsenal Street
Watertown, New York 13601
(315) 785-3088 (315) 785-5178 Fax

Fax not authorized for service



January 14, 2014

City of Watertown
Sharon Addison, City Manager
245 Washington Street
Watertown, NY 13601



Re: Jefferson County Office for the Aging Agreement(s) -
CitiBus Transportation for the Elderly - 10/1/13-3/31/14

Dear Sir/Madam:

Please find enclosed, three duplicate originals of the above referenced agreement(s) for review and signature (in the presence of a Notary Public) by an authorized official. Once signed and notarized, kindly return all original duplicates to my attention with the proper insurance certificate(s) in order for us to forward them to the Chairman of the Board of Legislators for execution. Please be advised that contracts are not fully executed until proper insurance certificates are reviewed and approved.

Please note the updated insurance requirements in your contract. Also, I have enclosed a memo and a sample insurance certificate that you should provide to your insurance agent in order to expedite the receipt of proper insurance certificates by this office. If a certain insurance requirement referenced in your agreement does not pertain to you, please make a request for a waiver of such coverage in writing directly to this office, to the attention of the County Attorney.

In order to further streamline the execution process, ***please do not send the contracts without the certificates.*** If your agent needs to update your certificates, please have them sent directly to you for inclusion in the packet. Contracts without proper insurance certificates will be returned to the department and will cause significant delays in the execution process. **Please contact Peter J. Fazio, Jefferson County Office for the Aging Director if you have any questions regarding the provisions of the agreement(s).**

Thank you in advance for your anticipated cooperation.

Sincerely,

Kimberly A. Snow
Confidential Secretary
to the County Attorney

enc.

cc: Peter Fazio, OFA

Res No. 2

January 28, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Finding That Changing the Approved Zoning Classification of 520-526 Meade Street From Residence B to Neighborhood Business District Will Not Have a Significant Impact on the Environment

At its January 14, 2014 meeting, the City Planning Board recommended that the City Council change the zoning classification of 520-526 Meade Street, parcels 1-15-220 and 1-15-221, from Residence B to Neighborhood Business. The Council has scheduled a public hearing on the request for Monday, February 3, 2014 at 7:30 PM.

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

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 520-526 Meade Street From Residence B to Neighborhood Business District Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it a proposed Ordinance changing the approved zoning classification of 520-526 Meade Street, parcels 1-15-220 and 1-15-221, from Residence B to Neighborhood Business District, and

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

WHEREAS the approval of the zone change would constitute such an "Action," and

WHEREAS the City Council has determined that changing the zoning classification of this property is an Unlisted Action as that term is defined by 6NYCRR Section 617.2, and

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

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

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

February 3, 2014

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 520-526 Meade Street From Residence B to Neighborhood Business District Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

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

Seconded by _____

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR

James and Laura Williams

2. PROJECT NAME

Williams Purchase of 520-526 Meade Street

3. PROJECT LOCATION:

Municipality WatertownCounty Jefferson

4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)

520-526 Meade Street situated on the east side of Meade Street in the City of Watertown, Ny, across the street from the Jefferson County Public Health Dept. and behind the Party Rental store located on Main Street. The property is identified as Tax Map Parcels 1-15-220 and 1-15-221.

5. IS PROPOSED ACTION:

New Expansion Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

A commercial property formerly used as a church is being sold. The new owners are seeking a change of zoning to allow for additional commercial pursuits as a neighborhood business.

7. AMOUNT OF LAND AFFECTED:

Initially 0.383 acres Ultimately 0.383 acres

8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?

Yes No If no, describe briefly

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?

Residential Industrial Commercial Agriculture Park/Forest/Open Space Other

Describe:

The property was formerly used as a church by a religious corporation.

10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?

Yes No If yes, list agency(s) and permit/approvals

State Supreme Court
Leave to Convey Real Property Order# 13-2269

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?

Yes No If yes, list agency(s) and permit/approvals

State Supreme Court Leave to Convey Real Property Order# 13-2269 and approval of current owner.

12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?

Yes No

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

Applicant/sponsor name: James N. Williams and Laura M. Williams

Date: 12/22/2013

Signature:

James N. Williams *Laura M. Williams*

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN **ANY** ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?
 Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If yes, explain briefly

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date

Res No. 3

January 28, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Finding That Changing the Approved Zoning Classification of VL10 Washington Street From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial Will Not Have a Significant Impact on the Environment

At its January 14, 2014 meeting, the City Planning Board recommended that the City Council change the zoning classification of VL-10 Washington Street, parcel 14-26-102.100, from a mix of Commercial, Neighborhood Business, and Residence C to fully Commercial. The Council has scheduled a public hearing on the request for Monday, February 3, 2014 at 7:30 PM.

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

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of VL10 Washington Street From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it a proposed Ordinance changing the approved zoning classification of VL-10 Washington Street, parcel 14-26-102.100, from a mix of Commercial, Neighborhood Business, and Residence C to fully Commercial, and

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

WHEREAS the approval of the zone change would constitute such an "Action," and

WHEREAS the City Council has determined that changing the zoning classification of this property is an Unlisted Action as that term is defined by 6NYCRR Section 617.2, and

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

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

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

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of VL10 Washington Street From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

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

Seconded by

617.20
Appendix B
Short Environmental Assessment Form

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:

Washington St. Parcel

Project Location (describe, and attach a location map):

VL-10 Washington St., Watertown, NY 13601

Brief Description of Proposed Action:

We are requesting a Zone Change to permit retail.

Name of Applicant or Sponsor:

Purcell Construction Corp.

Telephone: 315-782-1050

E-Mail: rick@purcellconstruction.com

Address:

566 Coffeen St.

City/PO:

Watertown

State:

NY

Zip Code:

13601

1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?

NO YES

If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.

2. Does the proposed action require a permit, approval or funding from any other governmental Agency?

NO YES

If Yes, list agency(s) name and permit or approval:

3 a. Total acreage of the site of the proposed action?

2 acres

b. Total acreage to be physically disturbed?

2 acres

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

2 acres

4. Check all land uses that occur on, adjoining and near the proposed action.

- Urban Rural (non-agriculture) Industrial Commercial Residential (suburban)
 Forest Agriculture Aquatic Other (specify): _____
 Parkland

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)? If Yes, explain purpose and size: <u>Storm water management ponds are likely.</u>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Richard R. Goffell/Purcell Construction</u> Date: <u>12/9/13</u>		
Signature: <u>[Signature]</u>		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

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

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

Res No. 4

January 28, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Finding That Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street from Residence A to Light Industrial Will Not Have a Significant Impact on the Environment

At its January 14, 2014 meeting, the City Planning Board recommended that the City Council change the zoning classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street from Residence A to Light Industry. The Council has scheduled a public hearing on the request for Monday, February 3, 2014 at 7:30 PM.

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

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street from Residence A to Light Industrial Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it a proposed Ordinance changing the approved zoning classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street, parcels 1-27-104, 1-27-103, 1-27-103.001, and 1-27-102, from Residence A to Light Industrial, and

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

WHEREAS the approval of the zone change would constitute such an "Action," and

WHEREAS the City Council has determined that changing the zoning classification of this property is an Unlisted Action as that term is defined by 6NYCRR Section 617.2, and

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

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

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

February 3, 2014

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street from Residence A to Light Industrial Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

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

Seconded by

617.20
Appendix B
Short Environmental Assessment Form

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: Bradley St. Parcel			
Project Location (describe, and attach a location map): 1069 BRADLEY ST., 1079 BRADLEY ST. ^{KAM} 1108 Lewis St. / UL-R Bradley St. Watertown, NY 13601			
Brief Description of Proposed Action: We propose a Zone change to light industrial for future development.			
Name of Applicant or Sponsor: Purcell Construction Corp.		Telephone: 315-782-1050	
Address: 566 Coffee St.		E-Mail: rick@purcellconstruction.com	
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" 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:			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		<u>7</u> acres	
b. Total acreage to be physically disturbed?		<u>7</u> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<u>7</u> 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 checked="" type="checkbox"/> Industrial <input 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			

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)? If Yes, explain purpose and size: <u>Storm water management ponds are likely.</u>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Richard B. GeCell / Purcell Const.</u> Date: <u>12/9/13</u>		
Signature: <u>[Handwritten Signature]</u>		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

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

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

Ord No. 1

January 28, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Sidewalk Special Assessment District #10

Included in the FY 2013-14 Capital Budget was funding for the sidewalk construction costs associated with the sidewalk special assessment district #10.

As in previous years, this Special Assessment Program provides property owners with an opportunity to pay for the cost of work performed by the City over a ten-year period. This bond ordinance will allow the City to borrow for the costs associated with those property owners that choose to enroll in the 10-year Special Assessment Program. The City's share of the costs associated with the sidewalk program is funded with a transfer from the General Fund and not through the proceeds of this bond ordinance.

ORDINANCE

An Ordinance Authorizing the Issuance of \$150,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 10 Within the City

Page 1 of 6

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, February 3, 2014, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

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

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

WHEREAS, it is now desired to authorize the issuance of bonds of said City to finance costs of said class of objects or purposes;

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Watertown, Jefferson County, New York, as follows:

ORDINANCE

An Ordinance Authorizing the Issuance of \$150,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 10 Within the City

Page 2 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Section 1. For the class of objects or purposes of paying costs of the construction or reconstruction of sidewalks in Special Assessment District No. 10 within the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$150,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$150,000 and that the plan for the financing thereof is by the issuance of \$150,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State or Federal aid or any other revenue received by the City from other sources for such class of objects or purposes.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is ten years, pursuant to subdivision 24 of paragraph a of Section 11.00 of the Local Finance Law.

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

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied upon property in Special Assessment District No. 10 determined to be specially benefitted by such construction or reconstruction of sidewalks a special assessment to pay such portion of the principal of and interest on such obligations, as the same become due and payable, as shall be established in proceedings under Title XII of the City Charter and, to the extent such

ORDINANCE

An Ordinance Authorizing the Issuance of \$150,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 10 Within the City

Page 3 of 6

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

assessments are insufficient, there shall annually be levied a tax to pay principal and interest on such obligations as the same become due and payable.

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

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

Section 8. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

ORDINANCE

An Ordinance Authorizing the Issuance of \$150,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 10 Within the City

Page 4 of 6

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Section 9. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.1340-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

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

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

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

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

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

_____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____

ORDINANCE

An Ordinance Authorizing the Issuance of \$150,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 10 Within the City

Page 6 of 6

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

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

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

Designated Location(s) of Posted Notices Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on February ___, 2014.

City Clerk

(CORPORATE SEAL)

Public Hearing – 7:30 p.m.

January 29, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of 520-526 Meade Street, Parcels 1-15-220 and 1-15-221, From Residence B to Neighborhood Business District

The City Council has scheduled a public hearing on the above subject zone change, submitted by James and Laura Williams, for 7:30 pm on Monday, February 3, 2014.

The Planning Board reviewed the request at its January 14, 2013 meeting and voted to recommend that City Council approve the request.

The County Planning Board cancelled its January 28th meeting, and will not reconvene within thirty days. The Council may proceed to act on the request as if it has no county-wide or inter-municipal issues.

Attached are the report on the zone change request prepared for the Planning Board, and an excerpt from their minutes.

The ordinance prepared for City Council consideration approves the zone change as submitted. The Council must hold the public hearing and pass the SEQRA resolution that is also in this agenda before voting on the ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 520-526 Meade Street, Parcels 1-15-220 and 1-15-221, From Residence B to Neighborhood Business District

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

Introduced by

Council Member Stephen A. Jennings

BE IT ORDAINED where James and Laura Williams have submitted an application to change the approved zoning classification of 520-526 Meade Street, parcels 1-15-220 and 1-15-221, from Residence B to Neighborhood Business District, and

WHEREAS the Planning Board of the City of Watertown considered the request at its January 14, 2014 meeting and recommended that City Council adopt the zone change as requested, and

WHEREAS the County Planning Board reviewed the application pursuant to General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed zone change on February 3, 2014, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of the entirety of 520-526 Meade Street, parcels 1-15-220 and 1-15-221, be changed to Neighborhood Business District, and

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

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

Seconded by Council Member Teresa R. Macaluso



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members
FROM: Kenneth A. Mix, Planning and Community Development Coordinator
SUBJECT: Zone Change – 520-526 Meade Street
DATE: December 30, 2013

KAM

Request: To change the approved zoning classification of 520 and 526 Meade Street, parcels 1-15-220 and 1-15-221, from Residence B to Neighborhood Business

Applicant: James and Laura Williams

Owner: God in Christ Inc Family Worship Ctr

SEQRA: Unlisted

County review: January meeting

Comments: The applicant is requesting to change the subject property from Residence B to Neighborhood Business to allow the operation of a martial arts studio. The building was most recently used as a church, but has also previously been used as a distribution warehouse. A July 1978 variance permitted this specific use in the residential district.

Surrounding land uses include retail, government offices, and residences. The adjacent parcel to the south is zoned Neighborhood Business.

The proposed change area is designated for medium density residential use in the adopted Land Use Plan.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
James Williams, 8494 Rte 12E, Three Mile Bay NY 13693

James N. Williams
Laura M. Williams
8494 State Rte. 12 E
Three Mile Bay, NY 13693
Ph-315 408-8623
Email-jnwilli@yahoo.com

Honorable Jeffery E. Graham, Mayor
Members of City Council
Watertown, New York
245 Washington Street, Room 302 A
Watertown, NY 13601

RE- Change of Zoning Request for 520-526 Meade Street

Dear Mayor Graham and the Members of the Watertown City Council,

Please allow me to introduce ourselves. My name is Mr. James N. Williams and my wife is Mrs. Laura M. Williams. We reside near the City of Watertown, in the hamlet of Three Mile Bay, New York. For the past several years we have been looking for a way to invest in our communities. We believe we have found this opportunity in beautiful Watertown, New York.

We are currently in the process of purchasing a commercial property, located at 520 and 526 Meade Street in Watertown, from Reverend Lawrence Ketcham. For many years, Reverend Ketcham has administered to the needs of the surrounding community from the building at this location. Sadly though, Reverend Ketcham decided a few years ago to close his church and sell the property due to personal reasons. Although the church he ran is no longer there, we believe that we have found an opportunity to continue to serve the community from this location.

We therefore are respectfully requesting a change of zoning from Residential B to Neighborhood Business.

A local business, Empire Family Martial Arts, Inc., would like to reestablish their martial arts studio there. Empire Family Martial Arts, Inc. has been in business for over twelve years in the City of Watertown. They are dedicated to serving the community by empowering students with endless self-confidence, a solid foundation of self-respect, and encouragement of responsible citizenship. The program they have built has produced leaders which benefit our community. They also tirelessly work with autistic children and their families to bring out the best in them. We have personally witnessed the amazing results. Children, who when first entering the program, could not even look or speak to another person, now greet you warmly with confidence and determined purpose. Some of these families were told their children would not even get beyond an elementary education. These families are now preparing to attend their children's high school graduations. We would like to help Empire Family Martial Arts continue this worthwhile program by providing them with a suitable place to operate. The building we have found at 520-526 Meade has a large open area, which is very desirable for their purpose, and is well located in the City of Watertown.

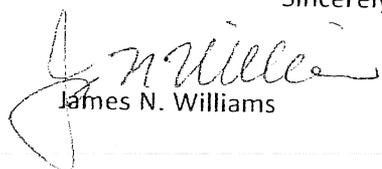
Currently, the property is zoned as Residential B due to its former use as a church. Residential B zoning, under the Accessory Uses Provisions, would allow a business, such as a martial arts, dance or art studio, as long as the owner of said business lives in the building and uses it also as their place of residence. The building at 520 Meade Street does not support residential living. It was designed only to support commercial purposes. Additionally, most of the properties surrounding the building at 520 Meade are already zoned for Neighborhood Business or used commercially. Our closest neighbors will be the Party Rental Store on Main Street and the Jefferson County Health Department directly across from us on Meade Street. A change of zoning from Residential B to Neighborhood Business will have minimal negative impact on our residential neighbors.

We recognize that the building could become unoccupied if a change in zoning is not granted. An unoccupied building is unproductive for both the community and the city in which it is located. Our purchase of this building, and the zoning change we are proposing, will have certain advantages for both the community and the city. The community will have a productive, valuable resource that promotes responsible citizenship within the community. The city will gain a property that will be productively returned to the tax rolls and will be well maintained by a business that can pay its way forward.

Reverend Ketcham, upon inquiring as to our plans for the property, is delighted that the property he owned for so many years will continue to be of benefit to the community and to the City he has ministered to. Reverend Ketcham has given us his permission to seek this zoning change.

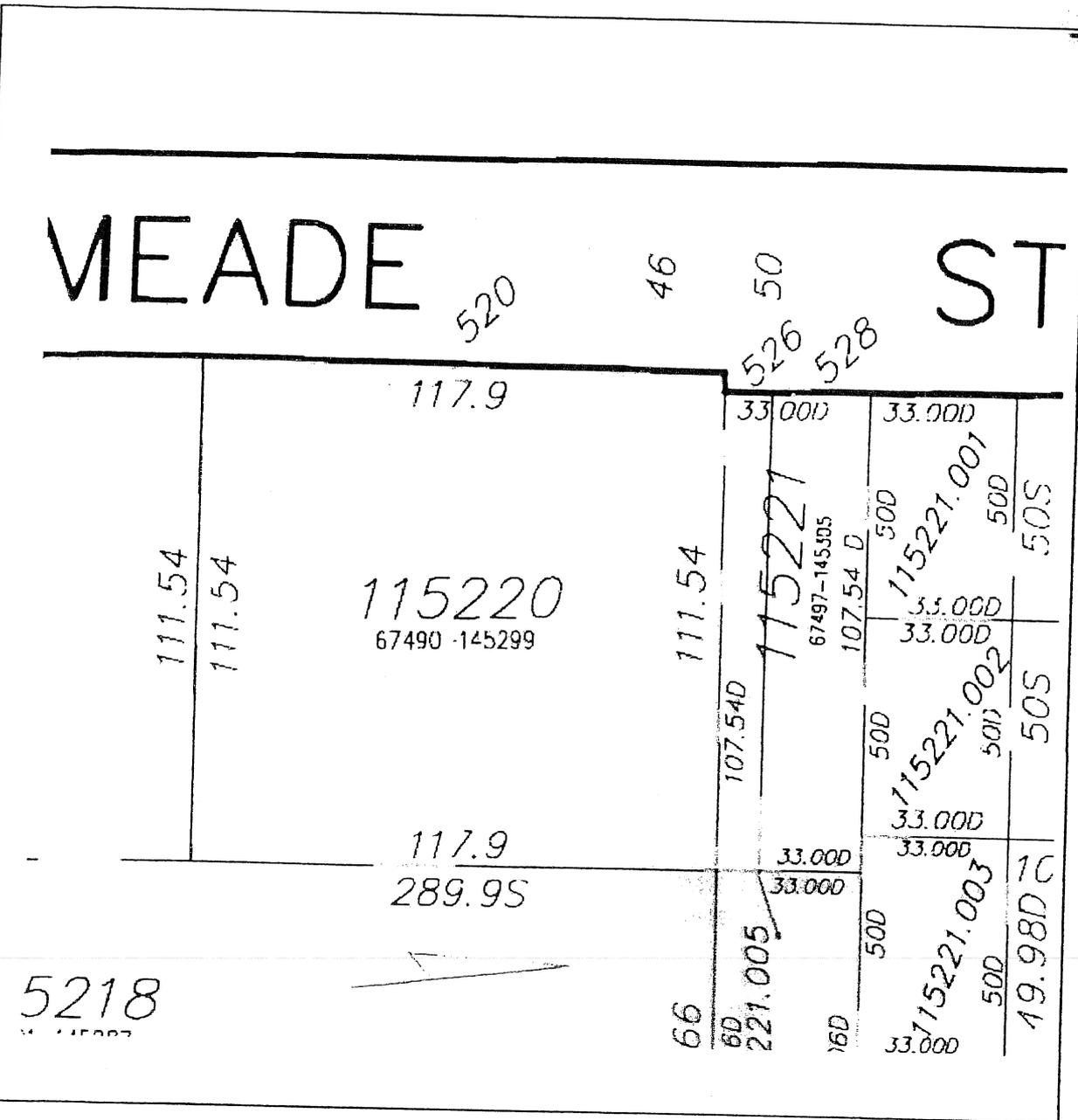
We thank you for your valuable time in considering this request. Please find attached to this request the additional information you will need. Should you need anything else or have any questions, please do not hesitate to call upon us.

Sincerely,


James N. Williams


Laura M. Williams

SITE PLAT:



SITE DESCRIPTION AND ANALYSIS:

The subject property consists of a 0.383 ± acre (16,700 ± square foot) parcel of land with 150.90 ± feet of frontage, situated on the east side of Meade Street in the City of Watertown, Jefferson County, New York. The property is identified as Tax Map Parcels 1-15-220 and 1-15-221.

Further description of the property is as follows:

August 7, 1978

Mr. Richard Wells
7406 Taft Park Drive
E. Syracuse, NY 13057

Re: Application for a Variance
of Use for the Property at
520 Meade Street
Parcel No. 115220

Dear Mr. Wells:

This is to advise you of the decision of the Zoning Board of Appeals regarding your application for a Variance of Use of the above referenced property.

At a meeting held on July 20, 1978 a Use Variance was granted as follows:

DECISION

A use Variance is hereby granted to the applicant to allow the subject premises to be used as a distribution warehouse for the products of Syracuse Vending Company. The only condition on the use as a warehouse is that signs are not to be obtrusive or large in identifying the warehouse or the company.

Very truly yours,

Willard S. Abel

By Gary DeLeon

Willard S. Abel
City Engineer

WSA:yz

cc: Ronald G. Forbes, City Manager
Lawrence Katzman
Paul J. Diardorf
Peter S. Blodgett, Asst. Corporation Counsel
John Willmott, Chairman Zoning Board of Appeals

**ZONE CHANGE – RESIDENCE B TO NEIGHBORHOOD BUSINESS
520-526 MEADE STREET – PARCELS 1-15-220 AND 1-15-221**

The Board then considered a request submitted by James and Laura Williams to change 520-526 Meade Street, parcels 1-15-220 and 1-15-221, from Residence B to Neighborhood Business District.

James Williams approached the board to explain his request. He stated that a martial arts studio was moving out of the Lincoln Building and looking for a new location. He felt that the former church in question would be a good location, and that he was interested in making an investment in the community.

Mr. Katzman asked if he would be the owner or the landlord for the martial arts studio.

Mr. Williams said he would be the landlord. He is in the process of purchasing the property, but the bank asked to have the zoning issue settled before closing.

Mr. Katzman noted that the board should consider other potential future uses, not just the martial arts studio.

Mrs. Freda and Mrs. Gervera discussed the other potential uses permitted in NBD, which include hotels and restaurants, and with a Special Use Permit: auto repair and gas stations.

Mr. Coburn said that he felt to site would be appropriate for other small retail.

Mrs. Freda asked if the land to the rear was vacant.

Mr. Williams said that it was.

Mrs. Freda and Mr. Williams discussed the current use of some nearby properties, which include multi-family housing, a costume store, a county office building, and an auto repair shop.

Mr. Mix noted that a Use Variance issued in 1978 allows the building to be used for storage. Also, the office across the street would not normally be allowed except that the County is exempt from zoning regulations. Thus, the potential development in the area is somewhat more intense than would normally be seen in a Residence B neighborhood.

Mr. Williams said that he had spoken to some of the neighbors and none of them voiced opposition.

Mrs. Freda asked why the adjacent vacant parcel had been included in the request.

The current owner of the building, Mr. Ketchum, said that it used to have a house on it, which was torn down by the City. The City then divided the parcel up and gave it to the neighbors. The vacant lot would be sold along with the building, and might be used in conjunction with it in the future.

Mrs. Gervera moved to recommend that City Council approve the request submitted by James and Laura Williams to change 520-526 Meade Street, parcels 1-15-220 and 1-15-221, from Residence B to Neighborhood Business District.

Mr. Coburn seconded, all voted in favor.



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

January 29, 2014

Andrew Nichols, Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: James Williams, Zoning Map Amendment, JCDP File # C 2 - 14

Dear Mr. Nichols:

The Jefferson County Planning Board cancelled its January 28, 2014 meeting due to inclement weather. Pursuant to General Municipal Law, Section 239m the County Planning Board has thirty days to respond to a referral. The Board will not reconvene within the thirty day time period, therefore the local board is free to make its final decision.

The following staff review comments are being returned to the referring municipality for informational and advisory purposes:

New York State General City Law requires zoning amendments to be made in accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with any current plans and the vision for the City.

The local board should also consider the potential impact of allowing the other permitted and site plan review Neighborhood Business District uses within close proximity of the adjacent residences.

The local board is free to make its final decision. Thank you.

Sincerely,

Andy R. Nevin, AICP
Senior Planner

ARN

Public Hearing – 7:30 p.m.

January 28, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of VL10 Washington Street, Parcel 14-26-102.100, From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial

The City Council has scheduled a public hearing on the above subject zone change, submitted by Mark Purcell of Purcell Construction, for 7:30 pm on Monday, February 3, 2014.

The Planning Board reviewed the request at its January 14, 2013 meeting and voted to recommend that City Council approve the request.

The County Planning Board reviewed the application pursuant to General Municipal Law Section 239-m on December 30, 2013 and adopted a motion that the project does not have any county-wide or inter-municipal issues and is of local concern only.

Attached are the report on the zone change request prepared for the Planning Board, and an excerpt from their minutes.

The ordinance prepared for City Council consideration approves the zone change as submitted. The Council must hold the public hearing and pass the SEQRA resolution that is also in this agenda before voting on the ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of VL10 Washington Street, Parcel 14-26-102.100, From a Mix of Commercial, Neighborhood Business, and Residence C to Fully Commercial

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

Council Member Joseph M. Butler Jr.

BE IT ORDAINED where Mark Purcell of Purcell Construction has submitted an application to change the approved zoning classification of VL-10 Washington Street, parcel 14-26-102.100, from a mix of Commercial, Neighborhood Business, and Residence C to full Commercial, and

WHEREAS the Planning Board of the City of Watertown considered the request at its January 14, 2014 meeting and recommended that City Council adopt the zone change as requested, and

WHEREAS the County Planning Board reviewed the application pursuant to General Municipal Law Section 239-m on December 30, 2013 and adopted a motion that the project does not have any county-wide or inter-municipal issues and is of local concern only, and

WHEREAS a public hearing was held on the proposed zone change on February 3, 2014, after due public notice, and

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

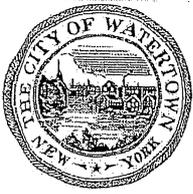
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of the entirety of VL-10 Washington Street, parcel 14-26-102.100, be changed to Commercial, and

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

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

Seconded by Council Member Teresa R. Macaluso



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Zone Change – VL-10 Washington Street, Parcel 14-26-102.100

DATE: December 12, 2013

Request: To change the approved zoning classification of VL-10 Washington Street, parcel 14-26-102.100 from a mix of Commercial, Neighborhood Business, and Residence C to fully Commercial

Applicant: Mark Purcell, Purcell Construction

Owner: KDM Alliance LLC

SEQRA: Unlisted

County review: December 31st meeting

Comments: The applicant, a representative of Purcell Construction Corp., is requesting to resolve the split zoning condition of the subject address. The property in question is a roughly 2.3 acre lot on the west side of Washington Street at the city boundary. The applicant also owns about 18 contiguous acres in the Town of Watertown.

Current zoning allows for Commercial use along the front of the parcel, within 100 feet of the street line, plus a small area of Neighborhood Business District following a defunct property line behind that. The majority of the property is zoned Residence C.

The portion in the Town is zoned “Business,” which is similar to the City’s Commercial District.

Surrounding land uses include medical offices, transitional living residences, and a large multi-family residential complex.

The front (eastern) 200 feet of the parcel is designated for commercial use on the adopted Land Use Plan. The rear (western) 160 feet is designated for low density residential.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Rick Gefell, 566 Coffeen St

November 27, 2013

The Honorable Mayor and City Council
245 Washington St.
Watertown, NY 13601

Re: Change of Zoning Request for Parcel 14-26-102.100

Dear Honorable Mayor and City Council,

We are in the early stages of developing land located at VL-10 Washington St. in the City of Watertown. This parcel is situated on the edge of the city limits. We also own the land that is to the south of this parcel that is located in the Town of Watertown.

We would like to have the zoning of this parcel changed from Residential C/Neighborhood Business to Commercial. Our intentions are to create a new business park development on this land with approximately ten to twelve individual buildings. We may have a retail or restaurant business located on this parcel.

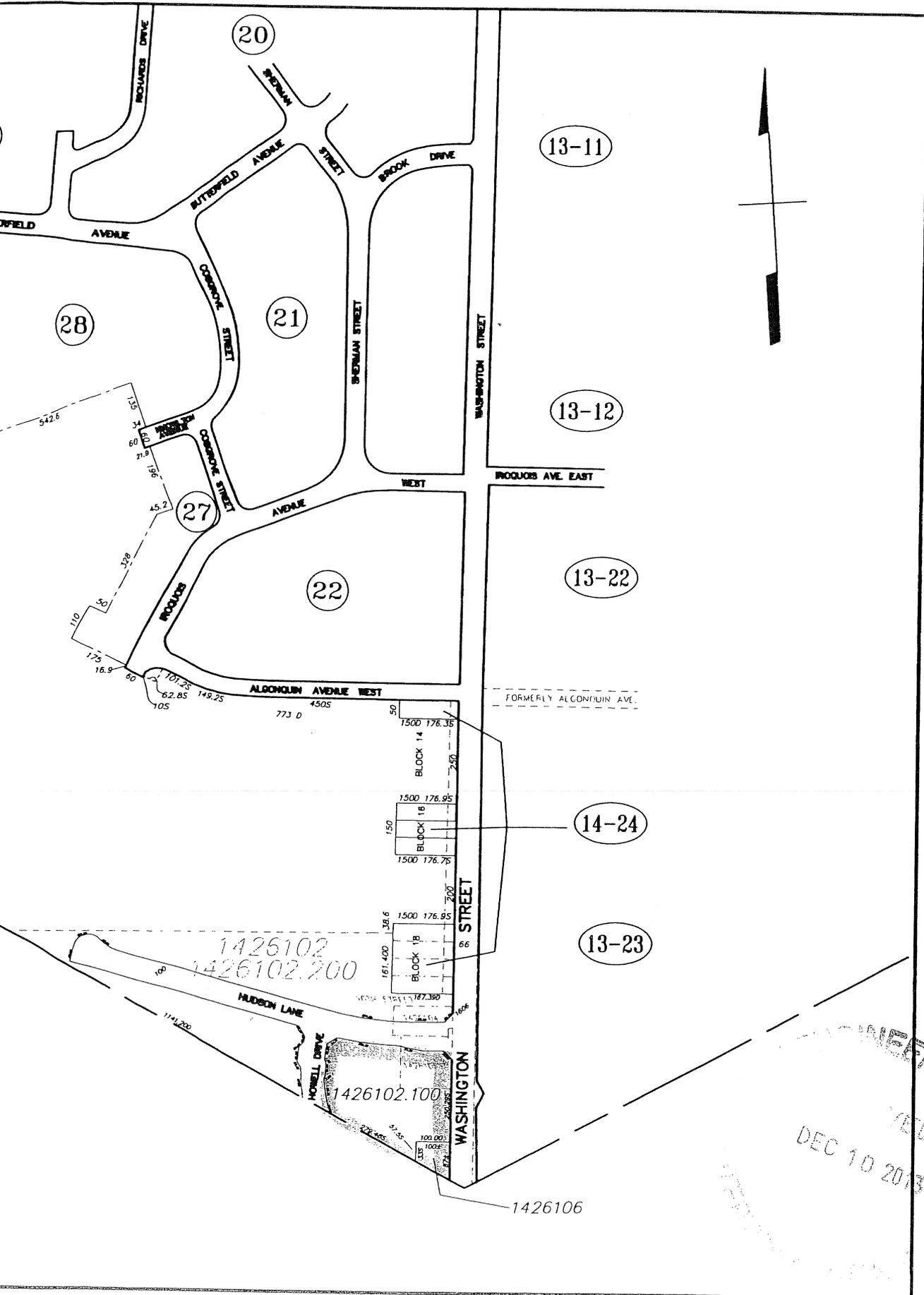
The land is bordered by Hudson Lane to the north, Washington St. to the east, and Howell Drive to the west.

Please feel free to contact us at 315-782-1050 if you have any questions.



Mark S. Purcell
President
Purcell Construction Corp.

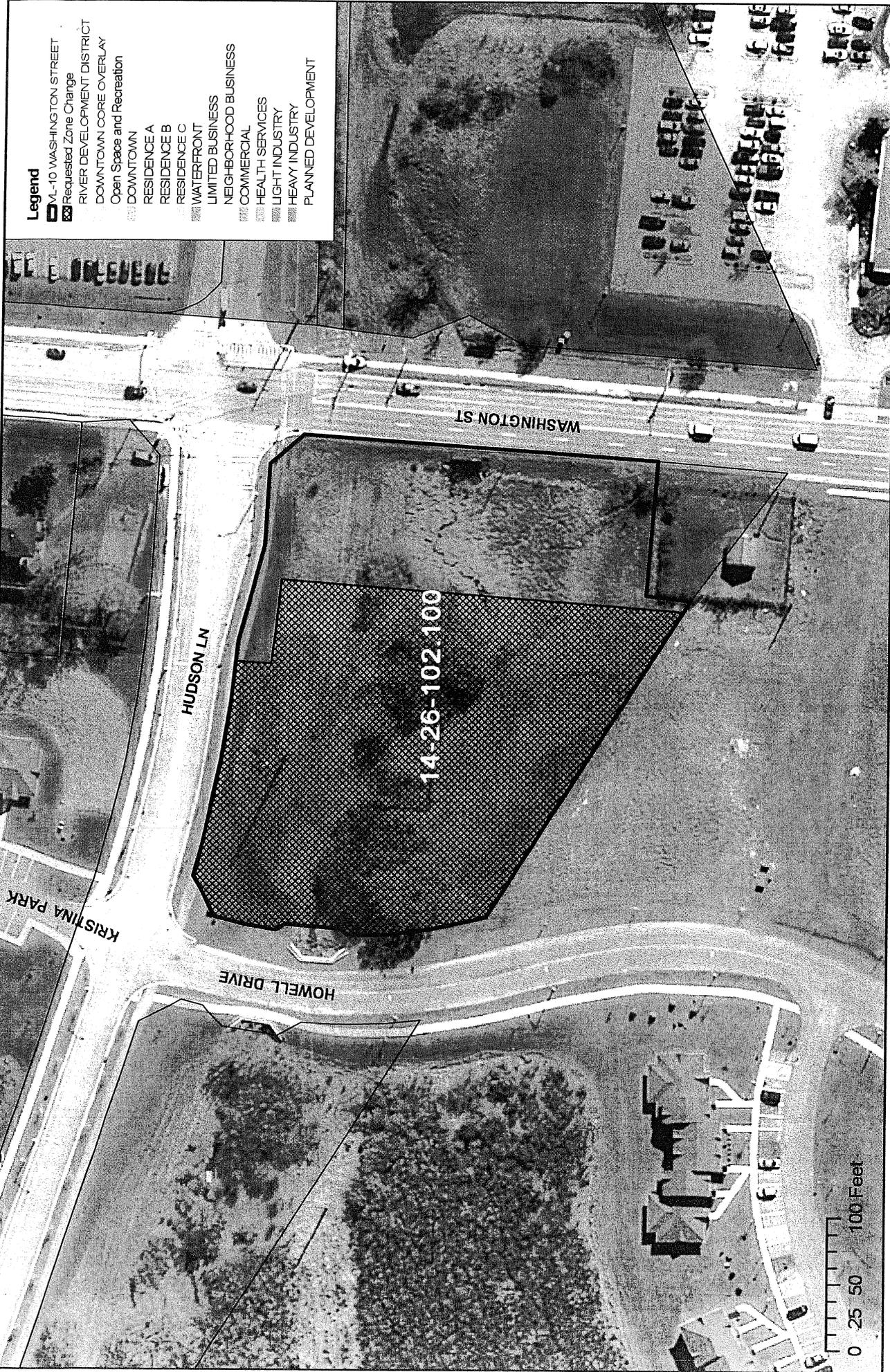




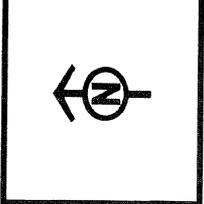
ENGINEERING
DEC 10 2013

Legend

-  VL-10 WASHINGTON STREET
-  Requested Zone Change
-  RIVER DEVELOPMENT DISTRICT
-  DOWNTOWN CORE OVERLAY
-  Open Space and Recreation
-  DOWNTOWN
-  RESIDENCE A
-  RESIDENCE B
-  RESIDENCE C
-  WATERFRONT
-  LIMITED BUSINESS
-  NEIGHBORHOOD BUSINESS
-  COMMERCIAL
-  HEALTH SERVICES
-  LIGHT INDUSTRY
-  HEAVY INDUSTRY
-  PLANNED DEVELOPMENT



Project:	ZONE CHANGE MAP
Title:	VL-10 WASHINGTON ST (14-26-102.100)



Revisior:	Description of Revisor:	Date:	By:

Drawn By: J.Carlesson
Date: 12/10/2013
Approved By:
Date:
Scale: As Noted
Map Number: 13-21

CITY OF WATERTOWN, NEW YORK
 GIS DEPARTMENT
 ROOM 305B, MUNICIPAL BUILDING
 246 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601
 TEL: (315) 786-7793



Department of Planning
175 Arsenal Street
Watertown, NY 13601



Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

January 3, 2014

Andrew Nichols, Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Purcell Construction, Zoning Map Amendment – Washington Street
JCDP File # C 12 - 13

Dear Andrew,

On December 30, 2013, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only.

During the review the County Planning Board made the local advisory comment that New York State Law requires zoning amendments to be made in accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with any current plans and the vision for the City.

Please note that the advisory comment is not a condition of the County Planning Board's action. It is listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,

E. Hartley Bonisteel
Community Development Coordinator

**ZONE CHANGE – VARIOUS TO COMMERCIAL
VL-10 WASHINGTON ST – PARCEL 14-26-102.100**

The Planning Board then considered a request submitted by Mark Purcell of Purcell Construction to change VL-10 Washington Street, parcel 14-26-102.100, from a mix of Commercial, Neighborhood Business, and Residence C to fully Commercial.

Rick Gefell was present for Purcell Construction and approached the Board to explain the request, which will allow the development of a restaurant on the site. His company also owns a large contiguous piece of land in the Town of Watertown that would be developed, but requires no zone change from the town.

Mrs. Freda asked what the zoning for the portion in the town is.

Mr. Gefell said that it is commercial.

Mr. Katzman asked if the neighbors had been contacted, and if they had any objections.

Mr. Gefell said that he hadn't talked to any of them; the surrounding area is mostly apartments and commercial buildings.

Mr. Katzman moved to recommend that the City Council approve the request submitted by Mark Purcell of Purcell Construction to change VL-10 Washington Street, parcel 14-26-102.100, from a mix of Commercial, Neighborhood Business, and Residence C to fully Commercial.

Mrs. Gervera seconded, all voted in favor.

Public Hearing – 7:30 p.m.

January 28, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street, parcels 1-27-104, 1-27-103, 1-27-103.001, and 1-27-102, from Residence A to Light Industrial

The City Council has scheduled a public hearing on the above subject zone change for 7:30 pm on Monday, February 3, 2014. Mark Purcell of Purcell Construction originally requested a change for just VLR Bradley Street and 1108 Lewis Street.

The Planning Board reviewed the request at its January 14, 2013 meeting and voted to recommend that City Council approve the request, and additionally change 1079 and 1069 Bradley Street from Residence A to Light Industrial.

The County Planning Board reviewed the application pursuant to General Municipal Law Section 239-m on December 30, 2013 and adopted a motion that the project does not have any county-wide or inter-municipal issues and is of local concern only.

Attached are the report on the zone change request prepared for the Planning Board, and an excerpt from their minutes.

The ordinance prepared for City Council consideration approves the zone change as proposed by the Planning Board. The Council must hold the public hearing and pass the SEQRA resolution that is also in this agenda before voting on the ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street, parcels 1-27-104, 1-27-103, 1-27-103.001, and 1-27-102, from Residence A to Light Industrial

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

Council Member Joseph M. Butler Jr.

BE IT ORDAINED where Mark Purcell of Purcell Construction has submitted an application to change the approved zoning classification of 1108 Lewis Street and VL-R Bradley Street, parcels 1-27-104 and 1-27-103, from Residence A to Light Industrial, and

WHEREAS the Planning Board of the City of Watertown considered the request at its January 14, 2014 meeting and recommended that City Council adopt the zone change, also including 1069 Bradley Street and 1079 Bradley Street, parcels 1-27-103.001 and 1-27-102, and

WHEREAS the County Planning Board reviewed the application pursuant to General Municipal Law Section 239-m on December 30, 2013 and adopted a motion that the project does not have any county-wide or inter-municipal issues and is of local concern only, and

WHEREAS a public hearing was held on the proposed zone change on February 3, 2014, after due public notice, and

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

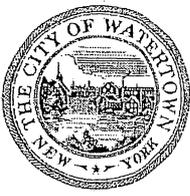
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 1108 Lewis Street, VL-R Bradley Street, 1079 Bradley Street, and 1069 Bradley Street, parcels 1-27-104, 1-27-103, 1-27-103.001, and 1-27-102, be changed from Residence A to Light Industrial, and

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

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

Seconded by Council Member Teresa R. Macaluso



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Zone Change – VL-R Bradley St and 1108 Lewis St *KAM*

DATE: December 12, 2013

Request: To change the approved zoning classification of VL-R Bradley Street and 1108 Lewis Street, parcels 1-27-103 and 1-27-104, from Residence A to Light Industrial

Applicant: Mark Purcell, Purcell Construction

Owner: The Pyramid Co of Watertown

SEQRA: Unlisted

County review: December 31st meeting

Comments: The applicant, a representative of Purcell Construction Corp., is requesting to change the zoning of two parcels along the northwest boundary of the City from Residence A to Light Industry in order to allow development of an industrial park. The majority of the park will be located in the Town of Pamelaia, with access from Outer Bradley Street (NY 12) in the Town. Utilities will also likely be provided through the Town. A rail siding is proposed on the City side.

The Town of Pamelaia portion is zoned “Light Industrial.”

There are two small parcels to the east (1-27-103.001 and 1-27-102) that are currently zoned Residence A but used for propane sales, a non-conforming use. If this zone change is approved, they will be surrounded by Light and Heavy Industry Districts. The Planning Board may wish to recommend that these two parcels be included in the zone change.

The proposed change area is designated for industrial use in the adopted Land Use Plan.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Rick Gefell, 566 Coffeen St

November 27, 2013

The Honorable Mayor and City Council
245 Washington St.
Watertown, NY 13601



Re: Change of Zoning Request for Parcel # 1-27-103-000 & 1-27-104-000

Dear Honorable Mayor and City Council,

We have recently purchased a large parcel of land on Bradley St. in The Town of Pamela that is 80 acres. This parcel is zoned Light Industrial. Contiguous to this land are two parcels located in the City of Watertown. The parcels are located at VL-R Bradley St. (1-27-103.000 / 2.0 Acres) and 1108 Lewis St. (1-27-104.000 / 5.0 Acres).

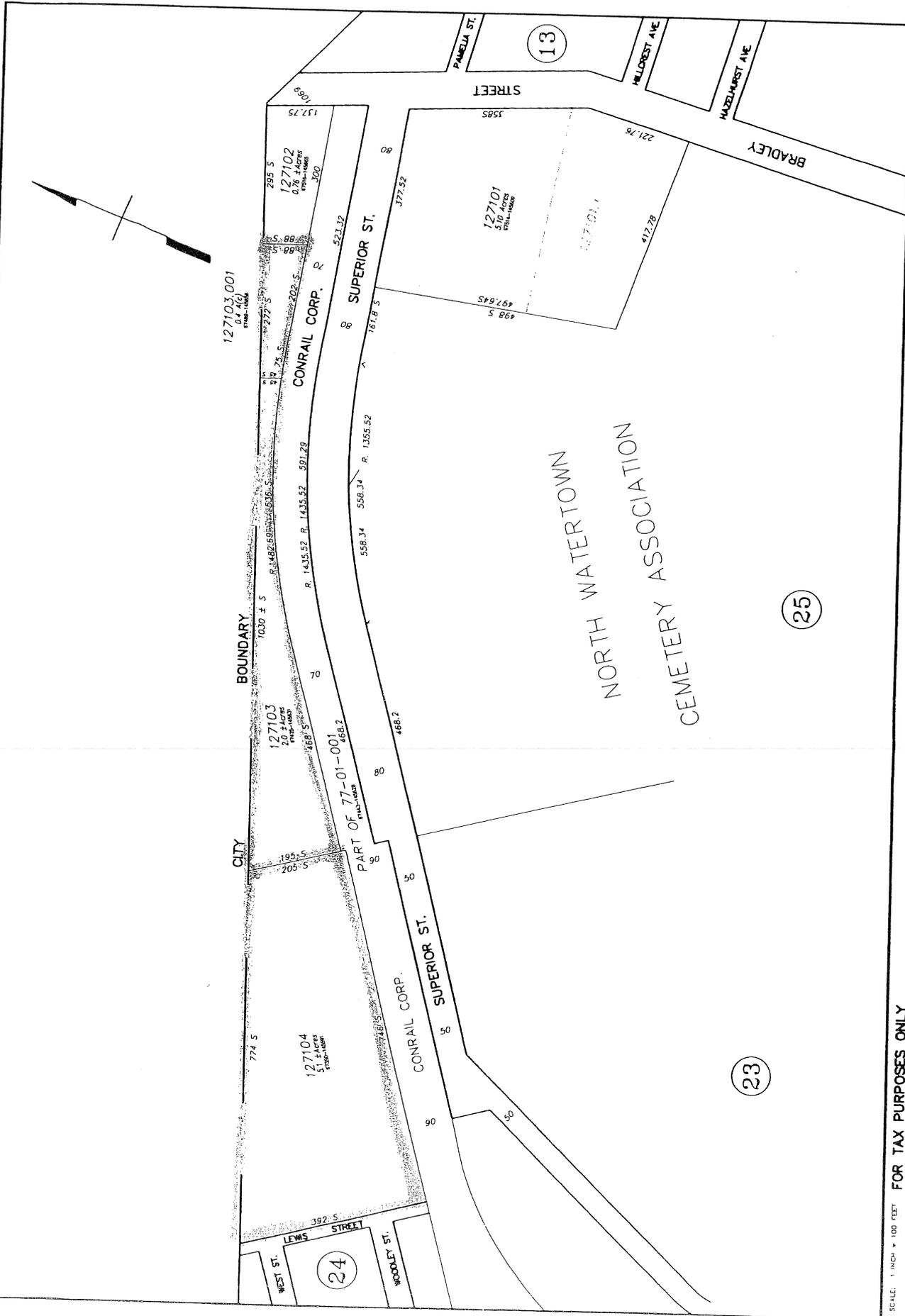
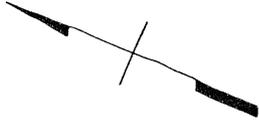
We would like to have the zoning of these two parcels changed from Residential A to Light Industrial. Our intentions are to create a new commerce park development on these parcels. Both parcels are bordered to the north by land in the Town of Pamela that we own and is zoned light industrial.

Both parcels border Superior St. to the south.

Please feel free to contact us at 315-782-1050 if you have any questions.



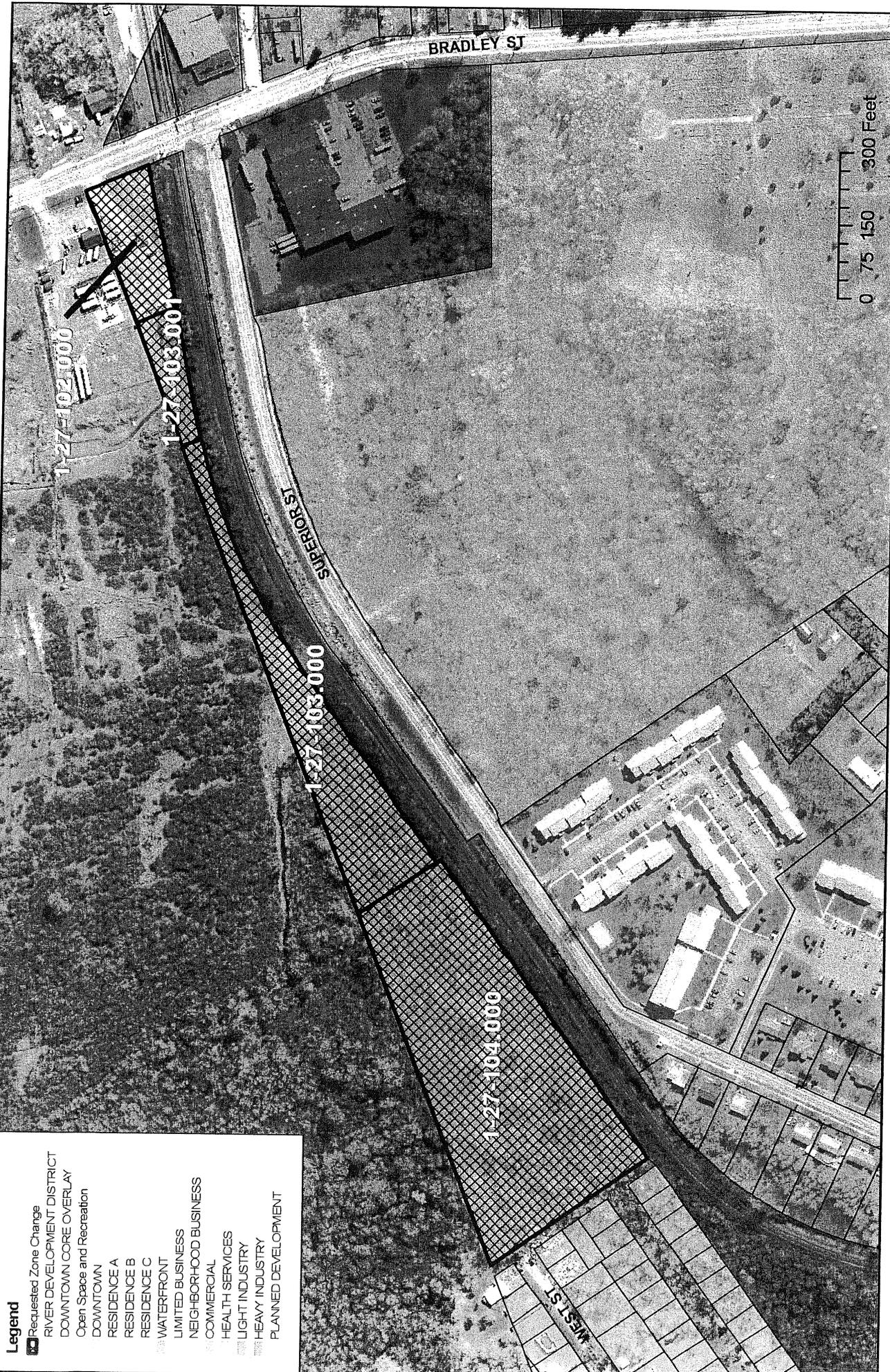
Mark S. Purcell
President
Purcell Construction Corp.



REVISED SEPTEMBER 23, 2004

DISTRICT 1 MAP 27

SCALE: 1" = 100 FEET
FOR TAX PURPOSES ONLY
NOT TO BE USED FOR CONVEYANCE



- Legend**
- Requested Zone Change
 - RIVER DEVELOPMENT DISTRICT
 - DOWNTOWN CORE OVERLAY
 - Open Space and Recreation
 - DOWNTOWN
 - RESIDENCE A
 - RESIDENCE B
 - RESIDENCE C
 - WATERFRONT
 - LIMITED BUSINESS
 - NEIGHBORHOOD BUSINESS
 - COMMERCIAL
 - HEALTH SERVICES
 - LIGHT INDUSTRY
 - HEAVY INDUSTRY
 - PLANNED DEVELOPMENT

<p>CITY OF WATERTOWN, NEW YORK GIS DEPARTMENT ROOM 305B, MUNICIPAL BUILDING 245 WASHINGTON STREET WATERTOWN, NEW YORK 13601 TEL: (315) 785-7793</p>	<p>Drawn By: J. Carlsson Date: 1/15/2014 Approved By: Date: Scale: As Noted Map Number: 13-22</p>	<p>Revisor: Description of Revisor: Date: By:</p>	<p>Project: ZONE CHANGE MAP</p> <p>Title: Superior Street Area (Residence A to Light Industry)</p>
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Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

January 3, 2014

Andrew Nichols, Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Purcell Construction, Zoning Map Amendment – Bradley Street
JCDP File # C 11 - 13

Dear Andrew,

On December 30, 2013, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only.

During the review the County Planning Board made the local advisory comment that New York State Law requires zoning amendments to be made in accordance with a Comprehensive Plan. The local board should ensure that this amendment is consistent with any current plans and the vision for the City.

Please note that the advisory comment is not a condition of the County Planning Board's action. It is listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,

E. Hartley Bonisteel
Community Development Coordinator

**ZONE CHANGE – RES A TO LIGHT INDUSTRIAL
VL-R BRADELY ST AND 1108 LEWIS ST – 1-27-103, 1-27-104**

The Board then considered a request by Mark Purcell of Purcell Construction to change VL-R Bradley Street and 1108 Lewis Street, parcels 1-27-103 and 1-27-104, from Residence A to Light Industrial.

Rick Gefell of Purcell Construction explained that his company planned to build an industrial park just outside the city, and that this sliver of land within the city needed to be changed to allow a rail spur to cross into the industrial park.

Mr. Katzman asked Mr. Gefell to describe the surroundings, and point out the location of some nearby housing on the map.

Mr. Gefell pointed these locations out. He also noted the location of a nearby Pepsi bottler and a propane distributor.

Mr. Katzman asked if the residents living on Superior Street would be impacted by the industrial park.

Mr. Gefell said that it would be unlikely. The houses are located down the street from the edge of the industrial park, and no traffic access was planned for Superior Street. The industrial park would be accessed only from outer Bradley Street.

Mr. Mix pointed out that the only neighboring uses are a cemetery and a non-conforming propane distributor. Thus, the sliver of Res A in question is surrounded by incompatible uses. Also, the Adopted Land Use Plan marked the area for industrial development 25 years ago.

Mrs. Freda said that the distance to the nearest residence is substantial; she does not see any likely negative impact.

Mrs. Gervera asked why this area was zoned Residence A in the first place.

Mr. Mix said that it was probably just a leftover area. In fact it may have been accidental—an unzoned white space on an old mylar map may have been interpreted as Residence A. He also noted that the staff report recommends changing the propane distributor's property as well, as it faces the same circumstances as the applicant, plus it has an existing non-conforming use.

Mr. Katzman moved to recommend that City Council approve the request by Mark Purcell of Purcell Construction to change VL-R Bradley Street and 1108 Lewis Street, parcels 1-27-103 and 1-27-104, from Residence A to Light Industrial.

Mrs. Gervera seconded, all voted in favor.

Mr. Katzman then moved to recommend that City Council also change 1079 Bradley Street and 1069 Bradley Street, parcels 1-27-103.001 and 1-27-102, from Residence A to Light Industry.

Mrs. Gervera seconded, all voted in favor.

Laid Over Under the Rules

January 30, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Ordinance to Amend Parking Restrictions on Clinton Street

The attached Ordinance to allow 2 hour parking on the south side of Clinton Street was Laid Over Under the Rules at the Council Meeting of January 21, 2014.

This Ordinance amending the time limits of parking on the south side of Clinton Street will help alleviate the parking concerns of the Chiropractic Wellness Center and also corrects language in the City Code previously amended when work was done to the State Office Building parking garage to accommodate handicap parking.

ORDINANCE

Amending City Municipal Code § 293,
Vehicles and Traffic

Page 1 of 2

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

Council Member Joseph M. Butler Jr.

BE IT ORDAINED that Section 293-67 of the City Code of the City of Watertown is amended as follows:

Name of Street	Side	Restricted Time Limit; Hours/Days	Location
Clinton Street	South	2 hrs.; 9:00 a.m. to 8:00 p.m.	From 248 feet east of Sherman Street west for a distance of 198 feet

and,

BE IT FURTHER ORDAINED that Section 293-75 of the City Code of the City of Watertown is amended by adding the following:

§ 293-75 Schedule XXVII: On-Street Handicapped Parking.

Name of Street	Side	Location
Academy Street	North	From 116 feet east of Washington Street to 156 feet East of Washington Street. Two parking spaces.

and,

BE IT FURTHER ORDAINED that Section 293-75 of the City Code of the City of Watertown is amended by deleting the following:

§ 293-75 Schedule XXVII: On-Street Handicapped Parking.

Name of Street	Side	Location
Academy Street	North	From Gotham Street to the parking garage exit four parking spaces

and,

ORDINANCE

Amending City Municipal Code § 293,
Vehicles and Traffic

Page 2 of 2

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER ORDAINED that this amendment shall take effect as soon as it is printed as the City Manager directs.

Seconded by Council Member Stephen A. Jennings

Chiropractic Wellness Center

of Northern New York

Sharon Addison, City Manager
245 Washington Street
Watertown, NY 13601



cc: Ken Mix
Kent Hawk
Capt. Clark

Dear Ms. Addison;

I moved my chiropractic practice to 156 Clinton Street in August, 2011. This location has been outstanding for my business, the only problem is parking. Along with my office, the building also has three apartments attached to it. There are six parking spots total on the property. If each apartment uses two parking spots, there is no parking left for my patients. Since day one, my staff and patients have relied on street parking.

There were not any "No Parking" signs anywhere near my office on the same side of the street since we opened the doors in 2011. On November 7, 2013 we noticed that "No Parking" signs were put up all along Clinton Street on both sides of the street and tickets were being issued to violators. This has become a serious problem for my business and the tenants that live in the building.

We have looked at every avenue that we could think of to remedy the situation without requesting street parking. There are about three 15 minute parking spaces across the street. Unfortunately, chiropractic treatments usually run 30-60 minutes and massage therapy sessions can run as long as two hours. Both staff and patients have tried parking across the street in the Medical Arts Building parking lot. Their landlord has verbally reprimanded and even chased patients to my front door, requesting they move their vehicles or they would be towed. A lot of my patients are in a lot of pain and can't handle a long walk from municipal parking or Watertown Savings Bank lots. Street parking is our only option.

I am writing to request a site plan change for six street parking spaces on the same side of the street as my office to accommodate my patients and staff.

Thank you for your consideration of this important matter.

Sincerely,

Danielle L. Lundy, DC

156 Clinton Street, Watertown, New York 13601

Phone: (315) 681-4422 • Fax: (315) 681-4719 • Email: info@nnywellness.com

www.nnywellness.com

Tabled

January 23, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Establishing Assessment Charge, Sidewalk Special Assessment
District 10, Spring and Fall 2014

The attached Resolution establishing the assessment charge for the Special Assessment District 10 was tabled at the January 21, 2014, Council Meeting. The Public Hearing was held on January 21, and Staff has reached out to the Emmanuel Congregational Church regarding their request to be included in District 10. As we have reached an amicable agreement to include them in the District 11 Special Assessment, this Resolution can now be presented for Council consideration.

RESOLUTION

Page 1 of 1

Establishing Assessment Charge for Sidewalks, Spring and Fall 2014 Pursuant to Section 93 of the City Charter

Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor Pro Tem BURNS, Roxanne M.
Mayor GRAHAM, Jeffrey E.

Table with 2 columns: YEA, NAY. Rows for each council member and a Total row.

Total

Introduced by

Council Member Joseph M. Butler Jr.

WHEREAS a public hearing was held in accordance with Section 93 of the City Charter on January 21, 2014 at 7:30 p.m. to hear public comment concerning whether all or a portion of the cost for proposed sidewalk improvements to the properties identified in the attached report, which constitutes Special Assessment District 10, shall be a charge or expense upon the abutting properties, and

WHEREAS the City Council has determined that it shall fix the charge to be paid by the abutting property owner at _____ per square foot, with the remaining cost being paid by the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, pursuant to Section 93 of the City Charter, hereby fixes the charge to be paid for by the abutting property owner's of Special Assessment District 10 at _____ per square foot, with the remaining cost being paid by the City.

Seconded by Council Member Teresa R. Macaluso

Proposed Residents in District #10:

Please Reference Attached:

301	BRAINARD	11-10-111.000	Moglia Mary Ellen
351	BRAINARD	11-10-101.000	Kehoe Sherri
401	BRAINARD	11-09-106.000	Shaughnessy Mary L/Edward
711	CADWELL	11-09-113.000	O'Hara Muzeyyen/Mark
712	CADWELL	11-09-218.000	Murphy Richard E/Clara
714	CADWELL	11-09-219.000	Lalonde Pamela
716	CADWELL	11-09-220.000	Lynough Elizabeth K
717	CADWELL	11-09-112.000	Varno S
718	CADWELL	11-09-221.000	Sandoval Ramiro
723	CADWELL	11-09-111.000	Marinez Robert J/Shawna
724	CADWELL	11-09-222.000	Widrick KB/Patricia D
726	CADWELL	11-09-223.000	Pearson Hilarie E/Martin
727	CADWELL	11-09-110.000	Mclaughlin Bryan M
730	CADWELL	11-09-224.000	Currier Gretchen L
733	CADWELL	11-09-109.000	Gray Michael W/Shelia
736	CADWELL	11-09-225.000	Currier Albert J
737	CADWELL	11-09-108.000	Davis William R Jr
740	CADWELL	11-09-226.000	Murdock Paula
741	CADWELL	11-09-107.000	Smith Quintin A/Epreliza
744	CADWELL	11-09-201.000	Mendez Paul M
178	FLOWER AVE E	11-12-143.000	Martusewicz Kim H
188	FLOWER AVE E	11-11-134.000	Hall Dustin D
210	FLOWER AVE E	11-10-128.000	John J/Melissa A Puccia
227	FLOWER AVE E	11-07-101.000	Cean David
264	FLOWER AVE E	11-10-142.000	Laney Thomas J / Heather
301	FLOWER AVE E	11-08-120.000	Meyers Stephen E
302	FLOWER AVE E	11-09-213.000	Barlow Joshua J /Carole
318	FLOWER AVE E	11-09-217.000	Douthit Luciana Braga / Lonny lynn
326	FLOWER AVE E	11-09-114.000	Campbell Eleanor M, Slate Eila M, Kidder Eileen M
602	FRANKLIN	11-08-137.000	Sandoval Ramiro
607	FRANKLIN	12-04-105.000	Kirkland Wendell J
608	FRANKLIN	11-08-138.000	Matney Sophia M/Conner
610	FRANKLIN	11-08-139.000	Fry John A G
611	FRANKLIN	12-04-104.000	Sprouse Grace
614	FRANKLIN	11-08-140.000	LaLonde Heather M/Noel
617	FRANKLIN	12-04-103.000	Johnson Laura H/David
618	FRANKLIN	11-08-141.000	Chapman Valerie A/Kevin
623	FRANKLIN	12-04-102.000	Catlin William J/SA/WH
624	FRANKLIN	11-08-101.000	Lachine Properties LLC

627	FRANKLIN	12-04-101.000	Spooner Living Trust / Brien / Cynthia
702	FRANKLIN	11-09-118.000	Quencer Aaron P/ Sandy
703	FRANKLIN	12-07-321.000	Frazier Ricky E
707	FRANKLIN	12-07-320.000	McCormick Diane M/Jack
708	FRANKLIN	11-09-119.000	Kalk James A/Louise
713	FRANKLIN	12-07-320.000	McCormick Diane M/Jack
716	FRANKLIN	11-09-120.000	Ives Gertrude,Louis G,Gerald E,Johnny A
719	FRANKLIN	12-07-317.100	Duffy Adrian M
720	FRANKLIN	11-09-121.000	Romeo Vincent G/Karen
723	FRANKLIN	12-07-316.000	Carnahan Kimberly T/Charles
724	FRANKLIN	11-09-122.000	Bates Lynne / Charles
608	GOTHAM	11-06-135.000	Hall John H
614	GOTHAM	11-06-136.000	Brown Adam M
617	GOTHAM	11-07-111.000	Malloy Gabriella C/Robert
620	GOTHAM	11-06-137.000	Pollock Mitchell/Shannon
622	GOTHAM	11-06-138.000	Kehoe Myron C Jr
623	GOTHAM	11-07-110.000	Fursman Andrea K/Christopher
629	GOTHAM	11-07-109.000	Fleming Troy M
630	GOTHAM	11-06-139.000	Levier Ryan S
635	GOTHAM	11-07-108.000	Thoma Andrew R
636	GOTHAM	11-06-101.000	Macaluso Teresa R
637	GOTHAM	11-07-107.000	Burkard Robert B / Tammy
708	GOTHAM	11-11-102.000	Wisner Louise S/ Scott
712	GOTHAM	11-11-103.000	Jenkins Lori A
715	GOTHAM	11-10-125.000	Bolton Anita M
716	GOTHAM	11-11-104.000	Cornaire James
719	GOTHAM	11-10-124.000	Quencer Aaron P / Sandy
720	GOTHAM	11-11-105.000	Irwin Mark D
724	GOTHAM	11-11-106.000	Ignat Adriana
727	GOTHAM	11-10-123.000	Busler Melvin J Jr / Rose
732	GOTHAM	11-11-108.000	Davis Anne
734	GOTHAM	11-11-109.200	Northern Federal Credit Union
735	GOTHAM	11-10-121.000	Perry Karen A
740	GOTHAM	11-11-111.000	Hornbeck Bruce L
741	GOTHAM	11-10-120.000	Plante William P
744	GOTHAM	11-11-112.000	Voss Rodger H / Jennifer
749	GOTHAM	11-10-119.000	Misercola Christopher G / Kristin
752	GOTHAM	11-11-113.000	Coleman James V
755	GOTHAM	11-10-118.000	Garland Timothy R / Katrina
758	GOTHAM	11-11-114.000	Cloutier Marc A
761	GOTHAM	11-10-116.000	Hoistion Eric L
764	GOTHAM	11-11-115.000	Boulter Elizabeth H / Anne
765	GOTHAM	11-10-115.000	LeFrancois Adriene / Judy

769	GOTHAM	11-10-114.000	Hough Joseph M / Lourdes
770	GOTHAM	11-15-101.000	Netto Aaron A
773	GOTHAM	11-10-112.000	Burkard Tammy / Robert
13	HAMLIN	11-08-122.000	Gianfagna Joseph C / Rachael
614	HAMLIN	11-07-125.000	Parsell John C & Joyce S / Bennett Susan
617	HAMLIN	11-08-121.000	Grosse Timothy
618	HAMLIN	11-07-126.000	Woiwode Joseph / Jennifer
624	HAMLIN	11-07-127.000	Woiwode Joseph / Jennifer
709	MYRTLE	11-11-133.000	Nilhad Group LLC
713	MYRTLE	11-11-132.000	McCarty Michael M Jr
714	MYRTLE	11-12-143.001	Jackson Dennis/Kimberly
717	MYRTLE	11-11-131.000	Kocsi Geraldine L / Ronald
720	MYRTLE	11-12-144.000	Deline Catherine D / Michael
721	MYRTLE	11-11-130.000	Hutchinson Franklin D
724	MYRTLE	11-12-145.000	Ehrig Becky S / Thomas Shane
725	MYRTLE	11-11-129.000	Deline Michael N
731	MYRTLE	11-11-128.000	Bartlett Jeanne / Schroeder Doris
735	MYRTLE	11-11-127.000	Nortz Dennis / Patricia
741	MYRTLE	11-11-125.000	Bolton Nola C
706	NELLIS	11-10-143.000	Lafferty James L
710	NELLIS	11-10-144.000	McKinney Nicholas D / Vanessa
713	NELLIS	11-09-212.000	Burns Gary W / Burns K
714	NELLIS	11-10-145.000	Petrie Christopher J / Alison
717	NELLIS	11-09-211.000	Bolton Orrin P / Beth
718	NELLIS	11-10-146.000	Eades Jean C
721	NELLIS	11-09-210.000	Brunson Roscoe D
722	NELLIS	11-10-147.000	Gorgeny Thomas P / Jennifer
724	NELLIS	11-10-148.000	Fulton Karl A / Thomas
725	NELLIS	11-09-209.000	Thomas Oswald M
729	NELLIS	11-09-208.000	Harberson Margaret L
731	NELLIS	11-09-207.000	Augustus Craig S/Janet M
739	NELLIS	11-09-206.000	King Brian A
183	PARK AVE	11-12-101.000	Lamson James P / Molly
339	WILLIAMS	12-04-106.000	Spooner Living Trust / Brien / Cynthia
170	WINSLOW	11-06-134.000	Lee Stephen H / Sally
204	WINSLOW	11-07-112.000	Marilley John D/Shirley A
252	WINSLOW	11-07-124.000	Siver John R
300	WINSLOW	11-08-123.000	Gianfagna Joseph C / Rachael

RESOLUTION

Page 1 of 1

Sidewalk Improvement Special
Assessment Program, District No. 10

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY
X	
X	
X	
X	
X	
5	0

Total

Introduced by

Council Member Jeffrey M. Smith

WHEREAS the City Engineering Department has inspected sidewalks within the City of Watertown, and

WHEREAS it has been determined that the condition of sidewalks on certain streets are in need of repair and/or replacement, and

WHEREAS the City Council of the City of Watertown feels it is in the overall public interest to provide property owners within the City of Watertown with an opportunity to pay for said repair/replacement work through a Special Assessment Program,

NOW THEREFORE BE IT RESOLVED that a Public Hearing will be held on Tuesday, January 21, 2014, at 7:30 p.m. at which time property owners included in the Special Assessment Program will have an opportunity to make comments on whether all or a portion of the cost for proposed sidewalk improvements should be a charge or expense upon the abutting property owners, and

BE IT FURTHER RESOLVED that the City Engineering Department will send notices to all property owners notifying them of their inclusion in this year's program and that there will be a public hearing to consider whether all or a portion of the cost for proposed sidewalk improvements should be a charge or expense upon the abutting property owners, and

BE IT FURTHER RESOLVED that the properties included in the Sidewalk Special Assessment Program, District No. 10, are those detailed in the attached report.

Seconded by Council Member Joseph M. Butler Jr.

January 28, 2014

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning and Community Development Coordinator
Subject: CDBG Citizen Participation Plan

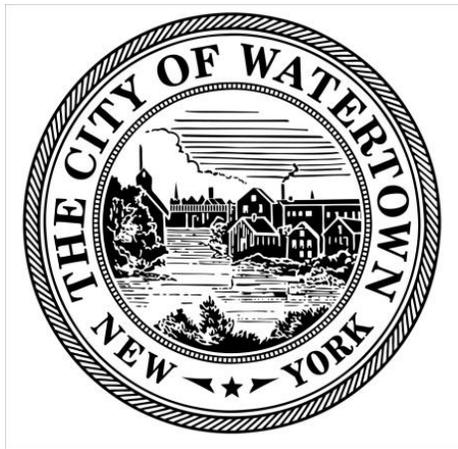
One of the required tasks identified during the January 13, 2014 Work Session presentation on the Community Development Block Grant Program is the adoption of a Citizen Participation Plan. The Planning Staff has prepared the attached draft plan.

A public hearing and a public comment period are required. It is recommended that the public hearing be scheduled for 7:30 p.m. on Monday, March 3, 2014. The public comment period will close on March 5, 2014.

Any public comments must be addressed in the final document, which will be presented to the City Council for adoption on March 17, 2014.

DRAFT CITIZEN PARTICIPATION PLAN

City of Watertown, New York
Community Development Block Grant Program



City of Watertown
Planning Office
245 Washington Street
Watertown, NY 13601
Phone: (315) 785-7730

Prepared by the City of Watertown Planning Office
Published: January 30, 2014
Public Comment Period: February 3, 2014 – March 5, 2014
Public Hearing Date: March 3, 2014
Date of Adoption:

City of Watertown, New York
Community Development Block Grant Program
Citizen Participation Plan
(DRAFT)



Introduction

This Citizen Participation Plan is adopted in accordance with Section 104 (a) (3) of the Housing and Community Development Act of 1974 and Federal regulations (24 CFR 91.105) and is intended to serve as a guide for how the City of Watertown (the City) will involve citizens in the process of developing its Community Development Block Grant (CDBG) Program. The following Citizen Participation process will ensure that residents and community organizations have ample opportunity to review and comment on the City's CDBG Program, the Consolidated Plan and the Annual Action Plans and the Consolidated Annual Performance and Evaluation Report.

The law requires that this Citizen Participation Plan outline ways in which the City will provide for and encourage citizen participation, with an emphasis on low and moderate income people, particularly those who reside in low and moderate income neighborhoods. The City will strive to exceed the U.S. Department of Housing and Urban Development's (HUD) requirements by involving its citizens and those community groups most familiar with the needs of low and moderate income people. This strategy will provide meaningful citizen participation that will improve the quality of the services and programs that the CDBG Program provides and will make the City's Consolidated Plan truly representative of the community's needs.

Targeted Groups and Populations for Citizen Participation

The City of Watertown will encourage the participation of all citizens in all aspects of its Community Development Block Grant Program. In preparing the Citizen Participation Plan, Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER), the City shall contact, inform, and encourage participation by public and private agencies that provide assisted housing, health and social service agencies, homeless service providers, child welfare agencies regarding lead-based paint, and other agencies that serve the low to moderate income population in the City. The City will also contact adjacent units of local government for community development needs, economic development agencies, local and regional institutions and other organizations.

The City has identified the following constituency groups and organizations to be particularly targeted for outreach efforts when developing the Citizen Participation Plan, the Consolidated Plan, the Annual Action Plans, the CAPER, and to provide notice of pending meetings and public hearings:

Advantage Watertown
AIDS Community Resources, Inc.
Catholic Charities
Community Action Planning Council of Jefferson County
Development Authority of the North Country
Jefferson County Department of Social Services
Jefferson County Industrial Development Agency
Jefferson County Office for the Aging
Jefferson County Planning Department
Jefferson County Public Health
Lewis County Opportunities, Inc.
Neighbors of Watertown, Inc.
North Country Affordable Housing, Inc.
Northern New York Community Foundation, Inc.
Northern Regional Center for Independent Living, Inc.
Points North Housing Coalition
Town of Pamela
Town of Watertown
Transitional Living Services of NNY
Victims Assistance Center of Jefferson County, Inc.
Watertown Housing Authority
Watertown Local Development Corporation
Watertown Urban Mission

Citizen Comment on the Citizen Participation Plan and Amendments

The City's original Citizen Participation Plan and subsequent amendments to it are subject to full disclosure, review and public comment prior to the approval of the plan by the City Council of the City of Watertown. Prior to taking action on the Citizen Participation Plan and approving any substantial amendments to it in the future, the City shall take the following steps:

1. Full copies of the Citizen Participation Plan and amendments to it will be made available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

The copies will be made available to the public a minimum of 15 calendar days before the City of Watertown's public hearing on the Citizen Participation Plan or subsequent amendments. Any citizen, agency or business may also request that a free copy of the plan be mailed to them. The plan will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request. There will be a 30 day comment period for citizens to comment on the Citizen Participation Plan or subsequent amendments.

2. The City Council will schedule a public hearing on the plan or any substantial amendments. The City will place an advertisement in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing and the availability of the plan or future amendments. The notice will be published a minimum of 15 days prior to the hearing and will include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan.
3. The City Planning Office will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the public hearing and that the Citizen Participation Plan or amendment is available for review and comment.
4. Planning Office Staff and the City of Watertown City Council will consider any comments or views of citizens received in writing, or orally at the public hearing. A summary of public comments will be developed and included as an appendix to the plan.
5. At a City Council meeting after the public hearing and at the conclusion of the 30 day comment period, the City Council will take action on the Citizen Participation Plan or any substantial amendments to it.

Citizen Comment on the Consolidated Plan and Annual Action Plans

The Consolidated Plan serves as a planning document as well as a vehicle for the establishment of project funding priorities. This section of the Citizen Participation Plan describes how the City plans to garner citizen input to develop funding priorities and projects for each fiscal year and the development of the Annual Action Plan.

The City's Consolidated Plan and Annual Action Plans are subject to full disclosure, review and public comment prior to the approval of the plan by the City Council of the City of Watertown. Prior to taking action on the Consolidated Plan and Annual Action Plans, the City shall take the following steps:

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and/or Annual Action Plan. The public hearing will be advertised in the City's official newspaper, *Watertown Daily Times* notifying the public of the

date, time and location of the public hearing. The notice will be published a minimum of 15 days prior to the hearing date and will be held at the start of the development of the Consolidated Plan and/or Annual Action Plan. Provisions will be made at the hearing for non-English speaking residents, upon request, in the case where a significant number of non-English speaking residents can reasonably be expected to participate.

2. The City Planning Office will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the planning process for drafting the Consolidated Plan and/or the Annual Action Plan is beginning.
3. The City Planning Office will then schedule meetings with any interested constituency groups and organizations to identify community needs, obtain input, determine funding priorities and develop potential projects ideas.
4. Following the public hearing and outreach to constituency groups and organizations, the City will then prepare a draft of the Consolidated Plan and/or Annual Action Plan. Following the preparation of the draft plan(s), the City will notify the public by placing an advertisement in the Watertown Daily Times that the draft plan(s) is available. The notice will include a summary of the proposed Consolidated Plan and/or Annual Action Plan. The notice will also include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan. There will be a 30 day comment period for citizens to comment on the Consolidated Plan and/or Annual Action Plan. The draft plan(s) will include the following:
 - The amount of CDBG funds expected to be made available for the coming year, including the grant and anticipated program income.
 - The range of activities that may be undertaken with CDBG funds.
 - The estimated amount of funds proposed to be used for activities that will benefit low and moderate-income person.
 - Any displacement that may occur as a result of CDBG activities and the City's plans, consistent with policies developed under Section 570.606(b), for minimizing displacement of persons as a result of proposed activities.
 - The types and levels of assistance the City plans to make available (or require subrecipients to make available) to persons displaced by CDBG funded activities, even if the City expects no displacement to occur.

5. Full copies of the draft Consolidated Plan and/or Annual Action Plan will be made available for public viewing at the following locations:

- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that a free copy of the plan(s) be mailed to them. The plan(s) will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

6. All comments received in writing or orally at the public hearing will be recorded and considered in the formulation of the final plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.

7. At the conclusion of the of the 30 day comment period, the Consolidated Plan and/or Annual Action Plan will be finalized. The City Council will then take action to adopt the plan(s). The adopted plan will then be submitted to HUD 45 days prior to the start of the next program year. The adopted plan will also be made available to the public for viewing at the City's Planning Office as well as on its website. The adopted plan will be made available for public viewing and shall be kept on file at the locations noted above. Free copies of the final plan will be available to the public upon request.

Citizen Comment on the Consolidated Annual Performance and Evaluation Report

The City of Watertown will monitor all projects to determine the effectiveness of its CDBG Program in meeting the described goals in the Consolidated Plan. At the conclusion of each program year, the City will submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The CAPER is subject to full disclosure, review and public comment prior to the submission of it to HUD. Prior to taking action on the CAPER, the City shall take the following steps:

1. The City Planning Office will complete the CAPER and make copies of it available for public viewing at the following locations:

- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

The copies will be made available to the public a minimum of 15 calendar days before a scheduled public hearing for public review and comment. Free copies of the CAPER will be available to the public upon request.

2. The City Council will schedule a public hearing on the CAPER and will place an advertisement in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the availability of the CAPER for public viewing and comment. The notice will be published a minimum of 15 days prior to the public hearing date and will include information about the date, time and location of a public hearing that will be held. The advertisement will also include information on where to view the CAPER, how to request a copy and will include information on how citizens can comment on the CAPER.
3. The City Planning Office will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the CAPER is available for review and comment.
4. Planning Office Staff and the City of Watertown City Council will consider all comments or views of citizens received in writing, or orally at the public hearing. A summary of these comments or views will be developed and included in the CAPER submission to HUD.

Substantial Amendments to the Consolidated Plan and Annual Action Plan

Occasionally, it may be necessary for the City to process a "Substantial Amendment" to the Consolidated Plan or the Annual Action Plan to allow for new CDBG funded activities or the modification of existing activities. The City will solicit and provide for citizen participation in all instances where a substantial amendment is necessary. The City is required in accordance with 24 CFR 91.505 (b) to define the criteria it will use for determining what constitutes a substantial amendment. The following criteria will be used by the City:

1. A substantial change in allocation priorities (any change greater than 25 percent in an individual project budget) or a substantial change in the method of distribution of funds.
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan.
3. To change the purpose, scope, location, or beneficiaries of an activity by more than 25% of the total funds previously authorized.

Changes that are not considered substantial amendments:

1. Changes to the CDBG budget for a project by an amount that is less than 25%.
2. Consolidated Plan data updates such as census data, income limits and fair market rents, home subsidy limits and similar types of data shall not be considered a substantial amendment.

3. Minor change in project location. A minor change in location is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same.
4. Project budget line item change: The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line.

Where it is determined that a substantial amendment to the Consolidated Plan or Annual Action Plan is necessary, the City will provide an opportunity for public comment. Amendments are subject to full disclosure, review and public comment prior to the approval of the amendment by the City Council. Prior to taking action on any substantial amendments, the City shall take the following steps:

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on the proposed amendment. The public hearing will be advertised in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing. The notice will be published a minimum of 15 days prior to the hearing date and will include information about the proposed amendment.
2. There will be a 30 day public comment period for citizens to comment on the proposed amendment to the consolidated plan. The only exception to the 30 day public comment period is such a case in which this requirement is waived by HUD.
3. The City Planning Office will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the proposed amendment.
4. The City will collect citizen comments and summarize them in the amendment submitted to HUD.
5. Full copies of the proposed amendment will be made available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that a free copy of the amendment be mailed to them. The amendment will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

6. All comments received in writing or orally at the public hearing will be recorded and considered in preparing the amendment. A summary of these comments or views,

and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.

7. At the conclusion of the of the 30 day comment period, the amendment will be finalized. The City Council will then take action to adopt the amendment. The adopted amendment will be made available to the public for viewing at the City's Planning Office as well as on its website. The adopted amendment will also be made available for public viewing and shall be kept on file at the locations noted above. Free copies of the final plan will be available to the public upon request.
8. The City will then submit a copy of the amendment to HUD.

Standard Policies and Procedures for Citizen Participation

All residents of the City of Watertown are encouraged to participate and comment on proposed and actual uses of CDBG funds. The following policies and procedures are designed to reasonably encourage and accommodate such participation:

1. Availability to the Public – All drafts and final documents related to the City's CDBG Program including the Citizen Participation Plan, the Consolidated Plan, Substantial Consolidated Plan Amendments, the Annual Action Plan and the CAPER shall be available and kept on file at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that a free copy of these documents be mailed to them. The documents will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

2. Meetings, Information, and Access to Records - The City will give timely and reasonable notice of, and access to, local meetings and hearings where CDBG matters are planned for discussion. This will be accomplished through local media notification and posting of meeting and hearing notices. Furthermore, records and information relating to CDBG plans and activities will also be available to the public (as may be limited by confidential individual statistics and New York State Freedom of Information Laws).
3. Technical Assistance - The City planning office will provide technical assistance to groups representing low to moderate-income individuals in developing supporting or alternative proposals for CDBG programming. This assistance will be considered if requested and if staff resources are available. The level and type of assistance available will be at the City's discretion. Availability of such technical assistance shall be regularly evaluated and documented.

4. Public Hearings - The City will hold two annual public hearings at different stages of annual CDBG process. Exact scheduling will be dependent on CDBG funding cycles. These hearings will address the City's housing needs, development of proposed activities, and review of program performance. One hearing will also address the City's annual Performance Assessment Report. All public hearings will be held during evening hours at Watertown City Hall, 245 Washington Street, Watertown, NY 13601. The hearings will be held in the City Council Chamber, Room 303. Both City Hall and the meeting room are accessible to persons with disabilities. Notice of the hearings will conform to City Law. Materials will be provided, if requested, in formats suitable for the visually and hearing impaired.
5. Special Language Accommodations - Accommodations will be made available at public hearings to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be reasonably expected to participate, though participation of such residents is not expected given the low percentage of non-English speaking residents within the City.
6. Citizen Complaints - All written citizen complaints regarding the City's CDBG programs will be responded to within 15 working days of receiving such complaints.
7. Citizen Participation by Low and Moderate Income Residents - To encourage participation by low and moderate-income residents, notices of hearings and CDBG planning sessions will be provided to the non-profit housing agencies and human service organizations listed above. These agencies are representative of groups that directly provide assistance to the City's low and moderate-income population. Through this notification process, these agencies will be encouraged to notify beneficiaries of the CDBG planning process and the opportunities for input through this Citizen Participation Plan.
8. Publication of Consolidated Plan/Annual Action Plan - The City will publish a summary of any proposed CDBG Consolidated Plan and/or Annual Action Plan in the City's official newspaper. Such summary will briefly describe the contents of the Consolidated Plan, the proposed activities to be undertaken and their relationship to local community objectives. The summary will inform the public when full versions of the Consolidated Plan will be available for review.

The public will have the opportunity to examine the Plan's contents and submit comments on the Plan and the performance of the applicant. The availability of the annual Consolidated Annual Performance and Evaluation Report (CAPER) is also published to give citizens the opportunity to comment on the City's performance with regard to its CDBG programs.
9. Preparation of Final Consolidated Plan - The final Consolidated Plan will include consideration, if appropriate, of comments and views received during the comment period for the proposed Consolidated Plan. As with all requests for Federal assistance, the final Plan will be available for public review.

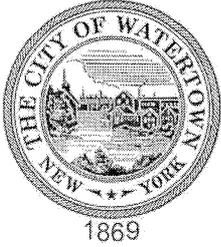
Anti-Displacement Policies

The City of Watertown will administer its CDBG Program in full compliance with federal anti-displacement strategies. Before obligating or expending funds that will directly result in such demolition or conversion, the City will make public and submit to the Buffalo Field Office of HUD all required information including a description of the assisted activity, the general location on a map, number of dwelling units affected, a time schedule, the general location and number of proposed replacement units, the source of funding for replacement units, and the basis for concluding that each replacement unit will remain a low and moderate income unit for at least ten years from the date of initial occupancy.

Program Year and Citizen Participation Schedule

Start of Program Year – July 1st

Consolidated Plan and/or Annual Action Plan public hearing	Mid March
Consolidated Plan and/or Annual Action Plan 30-day public comment period	April 1 st – May 1 st
City Council vote authorizing submission of the Consolidated Plan and/or Annual Action Plan	1 st week in May
Consolidated Plan and/or Annual Action Plan submission deadline	May 15 th
End of program year	June 30 th
CAPER Available in draft form for citizen review and comment	September 1 st
Public Hearing on program performance	3 rd week in September
CAPER submission to HUD	September 30 th



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale of Vehicles and Equipment
DATE: 1/29/2014

The Purchasing Department is requesting City Council's permission to auction a surplus mail machine, a Pitney Bowes DM400, from the Central Printing and Mailing Department. The Department has replaced the failing machine with a dependable new model, and therefore the machine no longer has value to the City. This request is for the City Council to authorize the Purchasing Department to accept the highest offer at time of sale. As the unit is primarily plastic, there is no estimated scrap value.

Thank you for your consideration in this matter.

Copy: Jim Mills, City Comptroller

Enclosures



Alfred E. Calligaris
Board Chairman

James W. Wright
Executive Director

Development Authority of the North Country
Dulles State Office Building
Watertown, New York 13601

January 8, 2014

Mr. Donald W. Rutherford
Executive Director
Watertown Trust Local Development Corporation
The Buck Building
82 Public Square
Watertown, New York 13601

Dear Mr. ~~Rutherford~~, *Don*

This is to formally notify you, for your official records, of the decision last week by the Community Rental Housing Program Committee (CRHP), to assume responsibility for your organization's financial commitment of \$500,000 to the Creekwood Housing project.

The CRHP and the Development Authority appreciated the commitment of your Board four years ago when there was a demonstrated need to "jump start" the construction of rental housing in the community. The local commitments made to the Creekwood Phase I project, demonstrated the willingness of the community to step up and make the financial commitments necessary for Norstar to move forward with the project. I firmly believe those initial local commitments were compelling and lead to subsequent significant state funding commitments which have enabled the community to advance its housing initiatives.

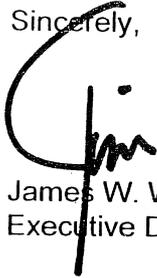
The Authority, by prior agreement, provided the necessary construction loan and now with the project completed Norstar is moving to permanent financing. Rather, than enter into thirty year loan agreements with the three local parties, the Authority recommended to the CRHP committee, that repaid funds, previously not available, from an original CRHP loan to Eagle Ridge, be utilized to release the JCJDC and Watertown Trust from the thirty year financing commitment. In the manner the Creekwood Phase I financing will be consolidated into one loan and the previously committed local funds will be immediately available for other essential economic development project.

I recognize that at the time of commitment, the concept of local financing of housing as an economic development tool was a difficult sell to some, nonetheless, your Board made the commitments which enabled the effort to move forward. At the time we made a commitment if further funding became available we would reduce the local long term commitments accordingly. This is to honor that commitment. Thank you for your efforts.

The Authority attorneys are moving forward with a permanent financing of a thirty year loan consolidation under the Authority's Community Rental Housing Program.

Should you have any further questions please feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'JW Wright', written over a large, stylized letter 'C'.

James W. Wright
Executive Director

CC: Hon. Jeffrey Graham, Mayor, City of Watertown
Sharon Addison, City Manager, City of Watertown

OFFICE OF CITY MANAGER
JAN 28 2014

WATERTOWN, NEW HAMPSHIRE

RECEIVED
JAN 28 2014

Honorable Mayor and City Council Members:

As President of the Watertown Figure Skating Association, I am very excited to hear of the potential renovations that may be taking place in the near future. As you may or may not know, the Watertown Figure Skating Association has used the Watertown Municipal Arena for over 30 years. We take pride in calling this arena our home. One of the renovations that I think would be most beneficial for the Watertown Figure Skating Club as well as Minor Hockey, IHC/Watertown Hockey and the Privateers, is the heated observation area. There are many arenas that we travel to, that have this amenity and it is well used. It gives the disabled, elderly and parents with small children a warm place to view competitions, shows and games

On a side note I would like to make you aware of the improvements that have taken place at the arena in the last few years. The positive energy that flows on a daily basis throughout the arena is a pleasurable change from past years. As stated by one of board members at the Figure Skating Competition held on January 25th and 26th, the Arena looks much more inviting due to the cleanliness and freshness that the maintenance crews have worked so hard on.

I would like to "thank you" for taking the time to read my letter as it is also my goal to help ensure the Watertown Municipal Arena is as "user friendly" as possible! Please feel free to contact me with questions at 486-7438.

Sincerely,



Stacy Faunce

President of the Watertown Figure Skating Association

cc: City Manager