



CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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MICHAEL A. LUMBIS
PLANNING AND COMMUNITY
DEVELOPMENT DIRECTOR

September 28, 2023

To: Planning Commission Members
From: Michael A. Lumbis, Planning and Community Development Director
Subject: October 3, 2023, Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Tuesday, October 3, 2023, at 6:00 p.m. in the Council Chamber at City Hall. Materials for the agenda items are available on the City website at: <https://www.watertown-ny.gov/events/24993/>

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the September 12, 2023 Planning Commission meeting.
2. **Subdivision Approval** – Request submitted by Kimberly A. Donegan for a two-lot subdivision of **132 Willow Street**, Parcel Number 9-10-104.100. A public hearing has been scheduled for 6:05 p.m.
3. **Sketch Plan Approval** – Request submitted by William K. Huchzermeier of Makes Cents Redemption Center to construct a 783 square-foot (SF) building addition a **904 Leray Street**, Parcel Number 2-11-118.100.
4. **Site Plan Approval** – Request submitted by The Arc of Jefferson – St. Lawrence to construct a 240 square-foot (SF) shade structure (pavilion) at **419 Glenn Avenue**, Parcel Number 8-18-322.000.

Notes: The Planning Commission meeting will be held in person and is open to the public. To access City Hall and attend the meeting, you must enter the building through the Sterling Street entrance.

All applicants involved in the above requests must attend the meeting. If an applicant is not present, the Planning Commission will not act upon the individual request.

*239-m review by the Jefferson County Planning Board required.

cc: LaFave, White & McGivern, 133 Commercial St, P.O. Box 679, Theresa, NY 13691
Kimberly A. Donegan, 1377 Loomus Dr., Watertown, NY 13601
Bret Robbins, Superintendent of Properties, The arc Jefferson – St. Lawrence, 420 Gaffney Dr.,
Watertown, NY 13601
William K Huchzermeier of Makes Cents Redemption Center, P.O. Box 263, Depauville, NY
13632
Thomas Maurer, Civil Engineer II
Meredith Griffin, Civil Engineer II
Dana Aikins, Code Enforcement Supervisor
City Council Members