



CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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PLANNING AND COMMUNITY
DEVELOPMENT DIRECTOR

December 29, 2023

To: Planning Commission Members
From: Michael A. Lumbis, Planning and Community Development Director
Subject: January 3, 2024, Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Wednesday, January 3, 2024, 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/26702/>

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the December 5, 2023 Planning Commission meeting.
2. **Sketch Plan Approval** – Tabled request submitted by Michael J. Contryman to construct a two-story, 1,113 square-foot (SF) gross floor area building addition at **312 Gotham Street**, Parcel Number 11-02-224.000.
3. ***Site Plan Approval** – Tabled request submitted by Mark Tompkins of G.Y.M.O. Architecture, Engineering and Land Surveying, D.P.C. on behalf of Stephen Hale of Hale's Bus Garage, LLC to construct a 4,500 SF building addition and associated site improvements at **1067 Marble Street, VL-1 Marble Street and VL-8 Water Street**, Parcel Numbers 4-27-330.000, 4-27-331.000 and 4-27-301.000.
4. **Special Use Permit** – Request submitted by Jie He of HSS RE Ventures, LLC to allow an office in a Neighborhood Mixed Use District at **812 State Street**, Parcel Number 12-06-323.000.

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: Michael J. Contryman, 24142 County Route 54, Dexter, NY 13634
Mark Tompkins, G.Y.M.O. Architecture, Engineering and Land Surveying, D.P.C., 18969 U.S.
Route 11, Watertown, NY 13601
Stephen Hale, Hale's Bus Garage, LLC, 1067 Marble Street, Watertown, NY 13601
Jie He, HSS RE Ventures, LLC., 16955 County Route 59 Dexter, NY, 13634
Thomas Maurer, Civil Engineer II
Meredith Griffin, Civil Engineer II
Dana Aikins, Code Enforcement Supervisor
City Council Members