



CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SUITE 305, CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3362  
TEL. (315) 785-7741  
FAX (315) 785-7829

MICHAEL A. LUMBIS  
PLANNING AND COMMUNITY  
DEVELOPMENT DIRECTOR

March 28, 2024

To: Planning Commission Members  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: April 2, 2024 Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Tuesday, April 2, 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/29471/> on or after Thursday, March 28, 2024.

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the March 5, 2024, Planning Commission meeting.
2. **Sketch Plan Approval** – Request submitted by Michael B. Lasell, P.E., of MBL Engineering on behalf of DRZ, Inc. to reconstruct and reconfigure the interior parking lot circulation at **1248 Washington Street**, Parcel Number 14-13-101.001.
3. **Site Plan Approval** – Request submitted by Kayla Kibling of Barton & Loguidice D.P.C on behalf of Jake Johnson of Ives Hill Country Club 465 Inc to construct a 1,950 SF storage building and a 20-foot asphalt drive at **848 Ives Street**, Parcel Number 14-49-118.000.
4. **\*Zone Change** – Request submitted by Robert J. Busler, PLS of LaFave, White & McGivern on behalf of Prime, LLC to change the approved zoning classification of **1200 Rear Jewell Drive**, Parcel Number 14-49-117.000 and **1316 Rear Ives Street**, Parcel Number 14-49-116.000 from Residential to Planned Campus.

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

**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.

cc: City Council Members

Thomas Compo, P.E., City Engineer

Meredith Griffin, Civil Engineer II

Dana Aikins, Code Enforcement Supervisor

PJ Simao, Prime, LLC; 137 Main Ave, Floor 3, Watertown, NY, 13601

Robert J. Busler, PLS, LaFave, White & McGivern 133 Commercial Street, P.O. Box 679,  
Theresa, NY 13691

Ives Hill Country Club 465, Inc, 142 Arcade St Watertown, NY, 13601

Kayla Kibling, Barton & Loguidice, D.P.C.; 120 Washington St, Suite 100, Watertown NY,  
13601

DRZ, Inc, 158 Syracuse St, Suite 200, Syracuse, NY, 13204

Michael Lasell, P.E., MBL Engineering, PLLC; 16510 Balch Pl Mannsville, NY, 13661