



CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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MICHAEL A. LUMBIS
PLANNING AND COMMUNITY
DEVELOPMENT DIRECTOR

August 21, 2025

To: Planning Commission Members
From: Michael A. Lumbis, Planning and Community Development Director
Subject: September 3, 2025, Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Wednesday, September 3, 2025, at 6:00 p.m. in the Council Chamber at City Hall, 245 Washington Street, Watertown, NY 13601.

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the August 5, 2025, Planning Commission meeting.
2. **Site Plan Approval*** – Tabled request submitted by Brian Evans of Brew Team NY, LLC to construct a 510 square-foot (SF), drive-through coffee shop, a 388 SF storage building and associated site improvements at **1068 Arsenal Street**, Parcel Number 8-47-106.200
3. **Site Plan Approval and Special Use Permit*** – Request submitted by Mark Tompkins, P.E. of GYMO, D.P.C. on behalf of Carthage Savings Bank for Site Plan Approval to construct an approximately 8,600 SF office building and associated site improvements, and a Special Use Permit to establish an accessory Drive-Through use at **400 Washington Street**, Parcel Number 8-47-106.200. A Public hearing has been scheduled for 6:05 p.m.

Note: The Planning Commission meeting will be held in person and will be open to the public. To access City Hall, please use the Sterling Street entrance across from the American Legion.

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: City Council Members
Eric Wagenaar, City Manager
Thomas Compo, P.E., City Engineer
Brian Evans, Director of Entitlements, Brew Team, NY, LLC, 3108 Vestal Parkway East,
Vestal, NY 13850
Mark Tompkins, P.E., GYMO, D.P.C., 18969 U.S. Route 11, Watertown, NY 13601