



CITY OF WATERTOWN, NEW YORK  
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PLANNING AND COMMUNITY  
DEVELOPMENT DIRECTOR

November 25, 2020

To: Planning Board Members  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: December 1, 2020 Planning Board Meeting

The Chair of the Planning Board has called a meeting of the Planning Board for Tuesday, December 1, 2020 at 3:00 p.m. in Council Chambers at City Hall.

At that meeting, the following agenda will be discussed:

1. Call to Order and reading of the Minutes of the October 26, 2020 special Planning Board meeting.
2. **Site Plan Approval** – Request submitted by Matthew J. Cervini, P.E. of GYMO, DPC on behalf of SHBP Realty Holdings, LLC for the construction of 624 and 960 square-foot building additions and a 1,632 square-foot loading dock at 981 Waterman Drive, Parcel Number 9-43-101.005

Note: The Planning Board meeting will be held in person and is open to the public. To access City Hall and attend the meeting, you must enter through the Sterling Street entrance, sign in, and you must wear a facemask at all times while inside the building. Social distancing rules will apply during the meeting with chairs placed six feet apart.

While not required, Planning Staff strongly recommends that you contact us in advance if you wish to attend. Please call (315) 785-7741 or email [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov) if you plan on attending.

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

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

cc: City Council Members  
Michael Delaney, City Engineer  
Matthew J. Cervini, P.E., GYMO, DPC, 18969 US Route 11, Watertown, NY 13601  
SHBP Realty Holdings, LLC, P.O. Box 725, Sackets Harbor, NY 13685