



CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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DEVELOPMENT DIRECTOR

September 1, 2022

To: Planning Board Members  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: September 6, 2022 Planning Board Meeting

The Chair of the Planning Board has called a meeting of the Planning Board for Tuesday, September 6, 2022, at 3:00 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/16903/>

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the August 4, 2022, Planning Board meeting.
2. **\*Site Plan Approval** – Request submitted by Kurt Hackwelder, RLA, of Otisco Design on behalf of Northern Credit Union for the construction of one (1) drive-thru Internet Teller Machine, asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200

**Notes:** 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 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 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  
Dorothy Wolff, Northern Credit Union, 120 Factory Street, Watertown, NY 13601  
Kurt Hackwelder, Otisco Design, 4683 Manor Hill Drive, Syracuse, NY 13215