



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601  
PHONE: 315-785-7741 – FAX: 315-785-7829

**TO:** Planning Board Members  
**FROM:** Michael A. Lumbis, Planning and Community Development Director  
**PRIMARY REVIEWER:** Geoffrey T. Urda  
**SUBJECT:** Sketch Plan Approval – 850 Arsenal Street  
**DATE:** March 30, 2023  
**Request:** Sketch Plan Approval to reconstruct a 2,167 square-foot (SF) pavilion at 850 Arsenal Street, Parcel Number 8-02-108.000  
**Applicant:** Scott W. Soules, RA, AIA of GYMO, D.P.C. on behalf of Blessed Sacrament Parish  
**Proposed Use:** Amusement, Recreation or Entertainment (Outdoor)  
**Property Owners:** St Anthony Church

**Submitted:**

Property Survey: No	Preliminary Architectural Drawings: Floor Plan only
Site Plan: Yes	Preliminary Site Engineering Plans: N/A
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: Yes
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Type 2

Jefferson County 239-m Review: No

**Zoning Information:**

District: Commercial	Maximum Lot Coverage: None
Setback Requirements: F: 10', S: 5', R: 10'	Buffer Zones Required: Yes

**Project Overview:** The applicant proposes to construct a 2,167 SF pavilion on an adjacent parcel to Saint Anthony Church. The proposed pavilion would occupy a nearly identical footprint to a previous pavilion on the site that was irreparably damaged in a fire in July 2022. The church subsequently obtained a Demolition Permit for the damaged pavilion on August 4, 2022 and proceeded to demolish the structure. The church proposes to use this pavilion for Church functions and events, as they used the old pavilion.

**Existing Conditions:** The subject parcel (8-02-108.000) is a 1.81-acre lot that abuts the primary St. Anthony Church parcel (8-02-109.000) to the east, although the two parcels share the 850 Arsenal Street mailing address. The subject parcel presently consists of a paved drive aisle with parking on either side. There is an existing 20' x 20' garage in front of the parcel that is set back approximately 80' from the Arsenal Street sidewalk. The parking area, existing garage, and proposed location to rebuild the pavilion are all depicted in the attached photographs at the end of this memorandum. A satellite view of the site is also attached.

The subject parcel is bounded on the west by the aforementioned primary St. Anthony Church parcel and on the east by a vacant commercial parcel that is currently a parking lot. Abutting the rear of the subject parcel is a vacant grassed parcel that is also in the ownership of St. Anthony Church. Five (5) parcels that respectively front on either Arsenal Street or Bellew Avenue collectively form what essentially functions as a singular St. Anthony's campus, with a former school building built across one of the interior parcel lines. While it need not be a condition of Sketch Plan Approval, St. Anthony Church should consider assembling these five parcels into one.

**Vehicular and Pedestrian Circulation:** While the subject parcel only has a single curb cut that connects to/from Arsenal Street, the greater St. Anthony campus described above has two curb cuts on Arsenal Street and two curb cuts on Bellew Avenue, with the ability to navigate the campus internally from any of the four access points. An internal sidewalk network connects the various parking lots and buildings.

The applicant proposes a new concrete sidewalk between that would run alongside the eastern edge of the rebuilt pavilion, connecting the parking areas to the north and south.

**Parking:** The subject parcel contains approximately 40 spaces, three (3) of which are labeled as ADA-accessible spaces. This is below the maximum of 50 spaces in the Commercial District and therefore fully conforming. Staff did not count the aggregate number of spaces across the collective lands of St. Anthony Church, as this Sketch Plan applies only to the subject parcel.

**Zoning:** The proposed use as an Amusement, Recreation or Entertainment (Outdoor) facility is an allowed use-by-right in the Commercial District.

**Storm Water and Drainage:** The City Engineering Department has no concerns regarding site drainage or storm water implications. The applicant is using the existing foundation walls with a new surface, and there will be minimal soil disturbance so erosion and sediment control measures will not be required

**Lighting:** The applicant did not submit a photometric plan. There is an existing light pack mounted on the utility pole at the southeast corner of the site.

**Landscaping:** The applicant did not submit a landscaping plan. There is an existing lawn area on the southeast corner of the site that is approximately 24 feet wide and runs from the existing garage to the Arsenal Street sidewalk. There is a 5-foot wide grassed strip that runs along the eastern property line from the proposed pavilion footprint to the rear (north) end of the parcel and a 10-foot grassed strip that abuts the rear property line. The parking lot pavement crosses the western property line onto the primary St. Anthony Church parcel.

While the parcel does not fully conform to the 8-foot landscaped strip requirement for the exterior of parking lots, the nonconforming sections are pre-existing and it would be impractical to require widening the existing grassed strips or planting a new one in the middle of the St. Anthony "campus" as a condition of Sketch Plan Approval.

**SEQR:** This project is considered a Type 2 Action under the State Environmental Quality Review Act (SEQRA) and requires no further environmental review.

**Permits:** The applicant must obtain the following permits and other documentation, minimally, prior to construction: Building Permit and a Zoning Compliance Certificate.

**Miscellaneous:** The contractor must contact the City Code Enforcement Bureau regarding all wiring. Code Enforcement will verify that the existing wiring was not damaged by the fire and that all connections to new wiring are adequate. The contractor shall fence off the construction area for the duration of construction for the safety of the public and all construction must conform to New York State Codes.

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**Sketch Plan Approval (review and recommendation):** The City’s newly adopted Zoning Ordinance contains a provision in Section 310-106: Site Plan Review Submission Procedures that enables the Planning Commission to grant Site Plan Approval based on a Sketch Plan, and without the full requirements of Site Plan Approval. Specifically Section 310-106 (B)(2) of the Zoning Ordinance states:

*“After staff review, upon referral to the Planning Commission, the Commission may determine that the information provided is sufficient to grant approval and may waive further Site Plan review and approve the Sketch Plan as agreed to by the applicant and the Planning and Community Development Department if the Commission determines that such approval is in the interest of the public health, safety, and welfare.”*

Following Planning Staff’s review of the proposed pavilion reconstruction, Staff recommends that the Planning Commission grant approval based on the Sketch Plan.

This recommendation represents the Planning and Community Development Department’s agreement to the submitted Sketch Plan contingent on the Summary Items contained in this memorandum. It does not necessarily represent the final position of the Planning Commission, which must reach its own determination pursuant to the quoted Zoning clause above.

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**Summary:** The following should be included in the motion to recommend approval:

1. The applicant should consider assembling the five (5) parcels that make up the collective lands of St. Anthony Church at an appropriate time in the future.
2. The applicant must obtain, minimally, the following permits prior to construction: Building Permit and a Zoning Compliance Certificate.
3. The applicant shall contact the City Code Enforcement Bureau to verify the adequacy of all existing and proposed wiring.

cc: City Council Members  
Michael Delaney, City Engineer  
Scott W. Soules, RA, AIA, GYMO, D.P.C., 18962 U.S. Rt. 11, Watertown, NY 13601  
Rev. John M. Demo, St. Patrick’s Church, 123 Massey Street S, Watertown, NY 13601

## Site Photos



**Above:** A view of the parking drive aisle on the subject parcel looking north, with the garage on the right.  
**Below:** A reverse shot of the drive aisle looking south, with St. Anthony Church on the right.





**Above:** A view of the existing garage on the subject parcel.

**Below:** The location of the demolished pavilion and proposed reconstructed pavilion.





**Above:** A satellite view of the five parcels that collectively function as a singular campus for St. Anthony.

March 21, 2023

Mr. Michael Lumbis  
Planning and Community Development Director  
City of Watertown  
245 Washington Street, Room 305  
Watertown, NY 13601

Re: Sketch Plan Review/Site Plan Waiver  
St. Anthony's Outdoor Pavilion

Dear Mr. Lumbis:

On behalf of St. Anthony's Church, GYMO DPC is submitting the following application materials for a Waiver of Site Plan approval for the April 4, 2023, City Planning Commission meeting:

- 10 - Cover Letters
- 10 - Waiver of Site Plan Approval Application Forms
- 10 - Plan Sets (C-101 & A-101)
- 1 - Zoning Compliance Certificate Application Form
- \$75.00 Application Fee

The proposed project is located at 850 Arsenal Street in the City of Watertown, tax parcel #8-02-108.000. The proposed project involves the rebuilding of a one-story wood frame Pavilion structure approximately 2,167 square feet in size, on the existing concrete foundation of the original pavilion that was lost due to a fire. The exterior finishes will be pre-finished manufactured siding, brick veneer, and asphalt shingles. This will be an outdoor, open-air structure with no heating systems. All utilities are existing and there will be no site grading. A new concrete sidewalk will be constructed along the East side of the building in a current gravel strip. The Pavilion will be used for 10 days in June each year. Construction is proposed for this spring.

Per Section 310-106 of the City Zoning Ordinance we are seeking approval of the sketch plan and a waiver of the site plan review.

If there are any questions or additional information needed, please contact our office.

Most Sincerely,

GYMO Architecture, Engineering & Land Surveying, D.P.C.



Scott W. Soules, RA, AIA

Director of Architecture

Patrick J. Scordo, PE  
Matthew J. Cervini, PE  
Scott W. Soules, AIA  
Brandy W. Lucas, MBA  
Gregory F. Ashley, PLS  
Peter S. Clough  
Kevin M. Bamann, PE  
Zachary P. Scordo

18969 US Route 11  
Watertown, New York 13601

Tel: (315) 788-3900  
Fax: (315) 788-0668

E-mail: [web@gymodpc.com](mailto:web@gymodpc.com)



# City of Watertown Zoning Compliance Certificate **APPLICATION FORM**

*City of Watertown, Planning and Community Development Dept.  
245 Washington Street, Room 305, Watertown, NY 13601  
Phone: 315-785-7741 Email: [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov)*

Application #:

Received:

**Please Note:** Staff will make every effort to process this application in a timely manner. However, some applications may require significant site related and zoning ordinance research. Please allow up to seven (7) business days for review and processing.

**PROPERTY INFORMATION (for lookup assistance, visit: <https://www.watertown-ny.gov/imo/search.aspx>):**

PROPERTY ADDRESS: 850 Arsenal St  
TAX PARCEL NUMBER: 8-02-108.000 ZONING DISTRICT: Commerical

**APPLICANT INFORMATION:**

APPLICANT NAME: St. Patrick's Church, Rev. John M Demo  
APPLICANT MAILING ADDRESS: 123 South Massey St.  
  
PHONE NUMBER: 315-782-1190 E-MAIL: mickey7@twcny.rr.com

**PROPERTY OWNER INFORMATION (if different from applicant):**

PROPERTY OWNER NAME: \_\_\_\_\_  
PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): \_\_\_\_\_  
  
PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PROPOSED USE INFORMATION:**

Please check the box that most accurately describes the proposal:

- New Building                       Addition                       Alteration  
 Parking Lot                       New Use or Occupant                       Other \_\_\_\_\_

**Proposed Use (describe fully):**

The proposed project involves the rebuilding of a one-story wood frame Pavilion structure approximately 2,167 square feet in size, on the existing concrete foundation of the original pavilion that was lost due to a fire. The exterior finishes will be pre-finished manufactured siding, brick veneer, and asphalt shingles. This will be an outdoor, open-air structure with no heating systems. All utilities are existing and there will be no site grading. A new concrete sidewalk will be constructed along the East side of the building in a current gravel strip. No other site work is anticipated. Construction is proposed for this spring.



**PROPOSED DIMENSIONS (if built footprint will not change, list existing dimensions):**

PARCEL FRONTAGE (FT.): 66'-0" PARCEL AREA (SQ. FT.): 28,842 BUILDING DIMENSIONS: 61'-4" FT. X 35'-4" FT. = TOTAL (SQ. FT.) 2,167

NUMBER OF STORIES: 1 BUILDING HEIGHT (FT.): 25' SETBACKS (FT.) – FRONT: 203'-5" REAR: 143'-1" LEFT: 24'-3" RIGHT: 5'-6"

**PARKING:**

EXISTING NUMBER OF SPACES: 26 PROPOSED NUMBER OF SPACES: No work

Asphalt  Concrete  Gravel  Other \_\_\_\_\_

SQ. FT OF NEW IMPERVIOUS SURFACE No work

Application must include a proposed site diagram (to scale) that includes measurements (in feet) for all building edges and all setbacks. Surveys and site plans are acceptable as well. Please attach them to this form or use the space below to provide a plan view (aerial view) sketch that includes all measurements and dimensions. Please see attached example for guidance.

See drawing C-101 attached.

**Applicant Signature:** Rev. John M. Dema **Date:** 3/22/2023

**Property Owner Signature (if different)** \_\_\_\_\_ **Date:** \_\_\_\_\_



**City of Watertown**  
**WAIVER OF SITE PLAN APPROVAL**  
**APPLICATION FORM**

*City of Watertown, Planning and Community Development Dept.*  
*245 Washington Street, Room 305, Watertown, NY 13601*  
*Phone: 315-785-7741 Email: [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov)*

Received:

**Please note:** The Waiver of Site Plan Approval Application is for projects where the building or parking area coverage of the lot will increase by more than 400 square feet, but by less than or equal to 2,500 square feet.

Please provide responses for all sections and submit all required materials as noted on Page 2. Failure to submit all required information by the submittal deadline may result in Staff **not** placing your request on the agenda for the upcoming Planning Board meeting.

**PROPERTY INFORMATION:**

PROPOSED PROJECT NAME: St. Anthony's Outdoor Pavilion

TAX PARCEL NUMBER: 8-02-108.000

PROPERTY ADDRESS: 850 Arsenal Street

EXISTING ZONING CLASSIFICATION: Commerical

**APPLICANT INFORMATION:**

NAME: St. Patrick's Church, Rev. John M Demo

ADDRESS: 123 South Massey St.

Watertown, NY 13601

PHONE NUMBER: 315-782-1190

E-MAIL ADDRESS: mickey7@twcny.rr.com

**PROPERTY OWNER INFORMATION (if different from applicant):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:**

NAME: GYMO DPC, Scott W. Soules, RA, AIA

ADDRESS: 18969 US Route 11

Watertown, NY 13061

PHONE NUMBER: 315-788-3900

E-MAIL ADDRESS: ssoules@gymodpc.com

## REQUIRED MATERIALS:

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, Planning Staff **may not** be able to process the Site Plan Waiver Application.

- COVER LETTER:** Must clearly and fully explain the proposed project in sufficient detail.
- SITE PLAN SKETCH:** This drawing must be adequately dimensioned, including radii, and must include all of the following:
  - All pertinent existing and proposed **above** ground features, including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets, landscaping, etc., with all proposed features clearly labeled as proposed
  - Tax parcel number and Zoning District
  - All vehicular and pedestrian traffic circulation and all proposed parking and loading spaces, including ADA accessible spaces
  - North arrow and graphic scale

## SUBMITTAL INSTRUCTIONS:

- Submit 10 complete collated sets of all required materials, addressed to:

Michael A. Lumbis, Planning and Community Development Director  
City of Watertown  
245 Washington Street, Room 305  
Watertown, NY 13601

- Submissions must be collated and properly folded.
- If the applicant is not the property owner, the submission must include a signature authorization form or letter signed by the owner authorizing the applicant to apply on behalf of the owner.
- For any item(s) not checked in the Waiver of Site Plan Approval Checklist, attach an explanation and comments.
- Provide an electronic copy of the entire submission in the form of a single, combined PDF file of the entire application, including cover letter, plans, reports, and all submitted material.
- Submit the required \$75 Application Fee

## **SIGNATURE**

I certify that the information provided above is true to the best of my knowledge.

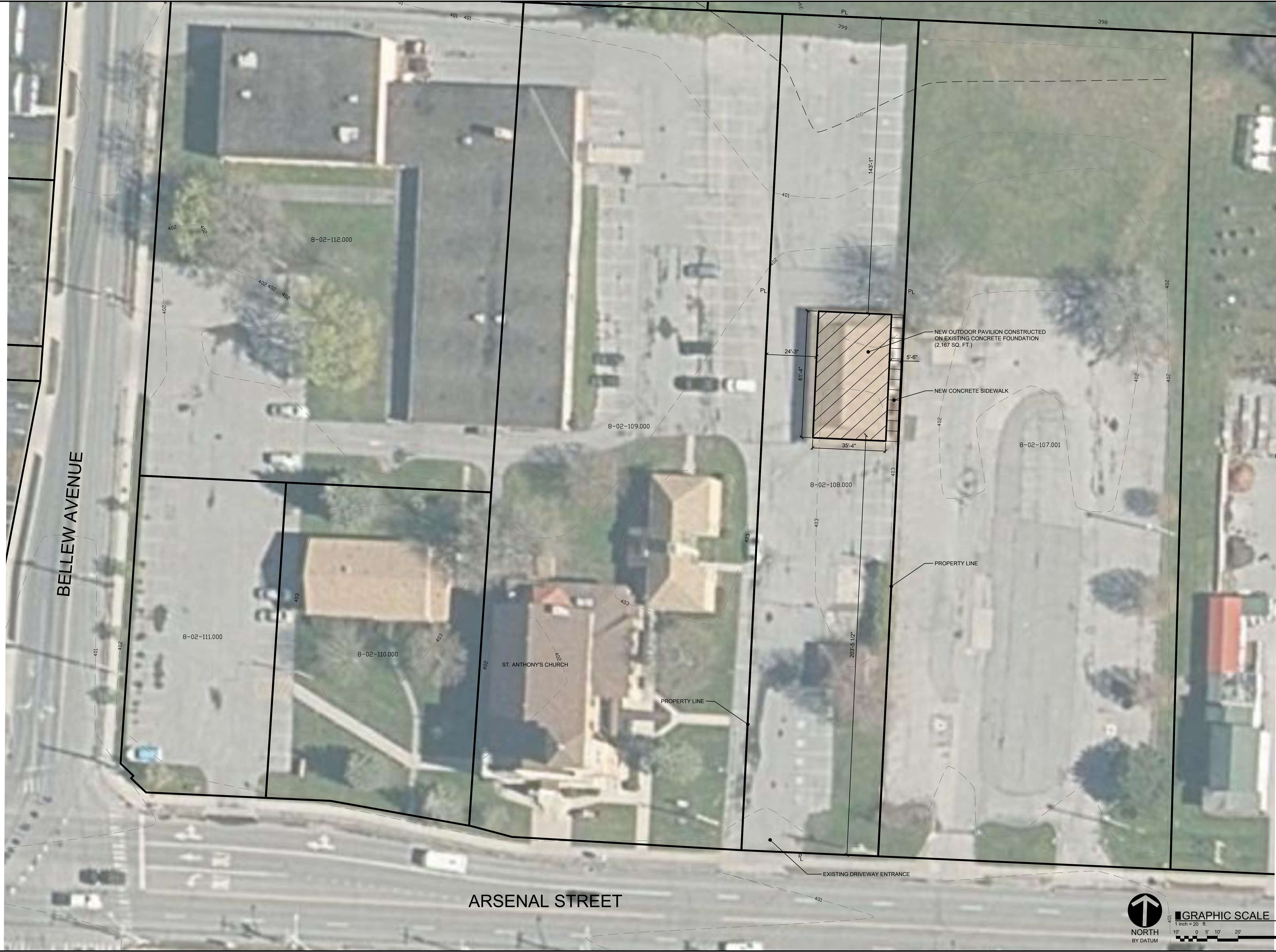
Applicant's name (please print) Rev. John M. Demo

Applicant's Signature Rev. John M. Demo Date: 3/22/2023

**Meeting Information:** The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. The Planning Board typically acts on a Site Plan Waiver application at the first meeting at which it hears the case.

Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at [www.watertown-ny.gov](http://www.watertown-ny.gov). Planning Staff *strongly* recommends scheduling a pre-application meeting or conference call prior to submitting a Site Plan Waiver.

PROJECT LOCATION: c:\Users\Public\Desktop\2022-061 St. Anthony's Outdoor Pavilion Construction Drawings - Documentation - Architectural - Standards\c-101.dwg



**GYMO**  
Architecture  
Engineering  
Land Surveying  
WWW.GYMODPC.COM  
18969 US Route 11  
Watertown, NY 13601  
315.788.3900

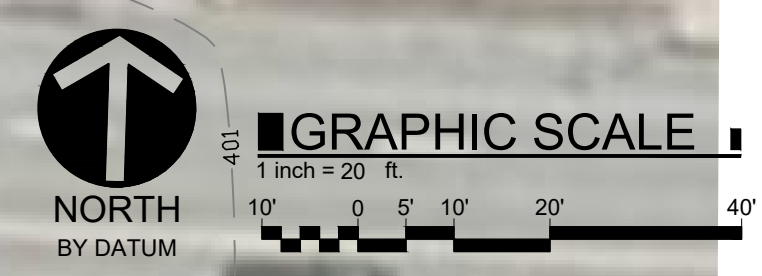
COPYRIGHT © 2022  
**GYMO**  
ARCHITECTURE, ENGINEERING  
& LAND SURVEYING, P.C.  
IT IS A VIOLATION OF SECTION  
7209, SUBDIVISION 2, OF THE  
NEW YORK STATE EDUCATION  
LAW FOR ANY PERSON, UNLESS  
ACTING UNDER THE DIRECTION  
OF A LICENSED PROFESSIONAL  
ENGINEER OR LAND SURVEYOR  
TO ALTER THIS DOCUMENT IN  
ANY WAY. IF ALTERED, SUCH  
LICENSEE SHALL AFFIX HIS OR  
HER SEAL AND THE NOTATION  
"ALTERED BY" FOLLOWED BY  
HIS OR HER SIGNATURE, DATE  
AND A SPECIFIC DESCRIPTION  
OF ALTERATION.

SEAL:  
  
PROJECT NO: 2022-061  
SCALE: AS NOTED  
DRAWN BY: MPC/MML  
DESIGNED BY: MPC  
CHECKED BY: SWS  
DATE ISSUED: 03-21-2023

PROJECT NO: 2022-061  
SCALE: AS NOTED  
DRAWN BY: MPC/MML  
DESIGNED BY: MPC  
CHECKED BY: SWS  
DATE ISSUED: 03-21-2023

**SKETCH PLAN**  
St. Anthony's Outdoor Pavilion  
850 Arsenal Street  
TOWN / VILLAGE, COUNTY, STATE OF NEW YORK

LAST REVISED: N/A  
DRAWING NO.  
**C-101**



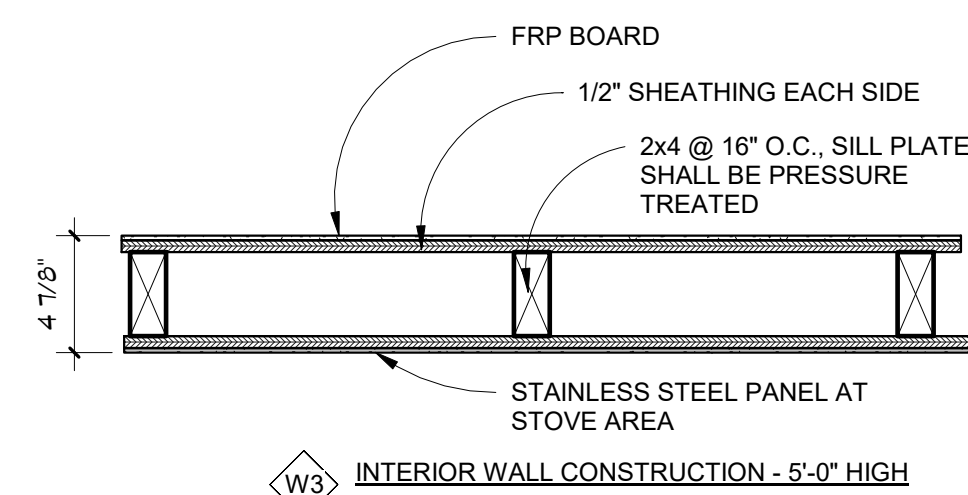
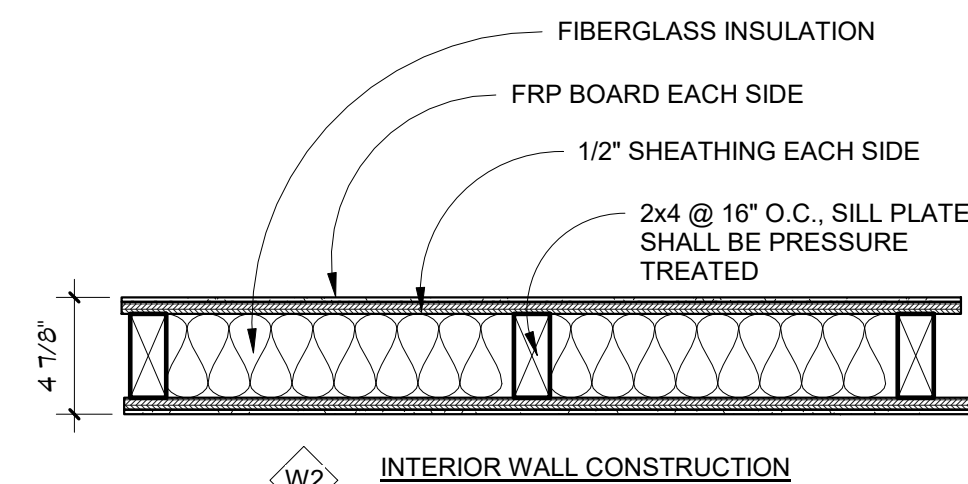
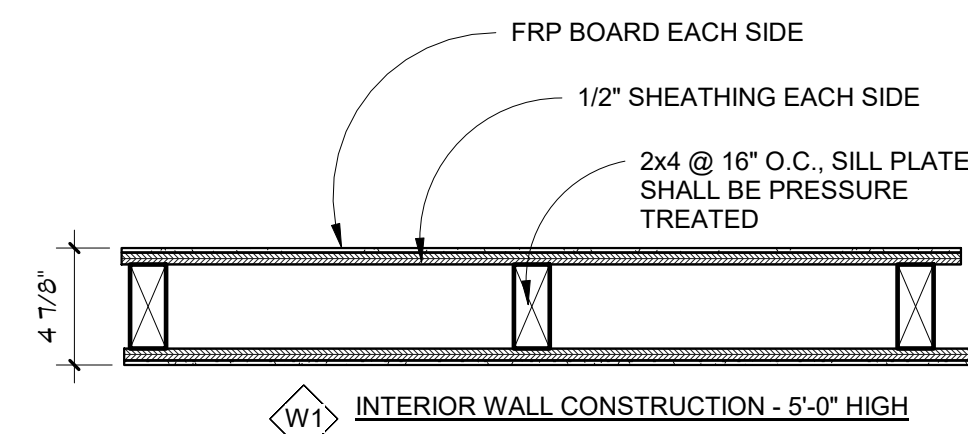
**DESIGN NARRATIVE:**

THE INTENT OF THIS PROJECT IS TO REBUILD A NEW OUTDOOR PAVILION IN THE SAME LOCATION AS THE ORIGINAL PAVILION. THE EXISTING BUILDING WAS LOST TO A FIRE THEREFORE THE OWNER IS REBUILDING IN PLACE. THE NEW PAVILION WILL BE USED ON A TOTAL OF 10 DAYS MAXIMUM IN JUNE EACH YEAR. THE REBUILD WILL USE THE EXISTING FOUNDATION. THE STRUCTURE WILL BE THE SAME FOOTPRINT OF 2,167 SQ. FT. THE FUNCTION AND OCCUPANCY IS UNCHANGED. THIS PROJECT IS CONSIDERED AN ALTERATIONS LEVEL II PER EXISTING BUILDING CODE OF NYS BECAUSE OF THESE CIRCUMSTANCES.

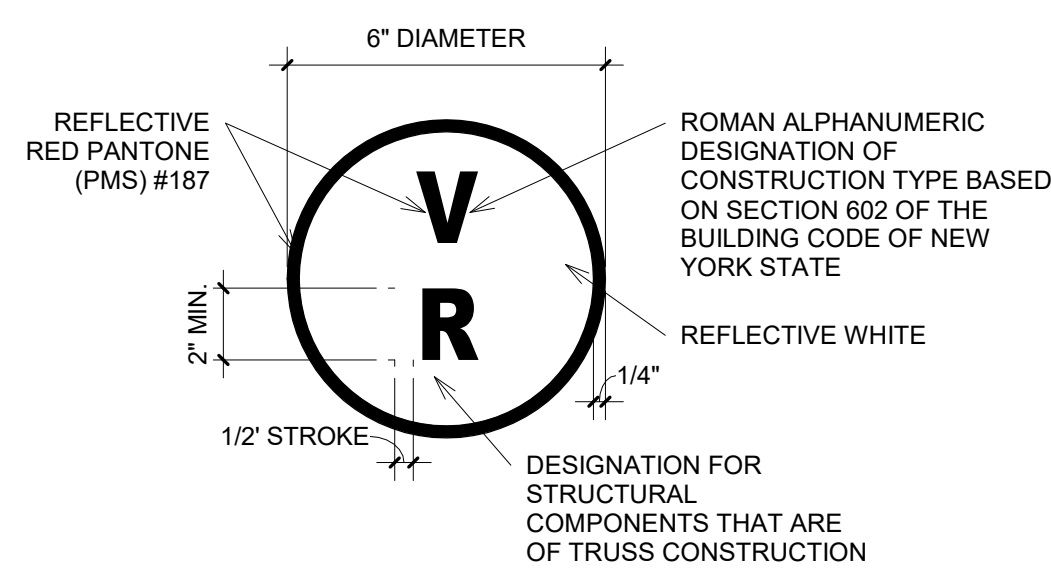
- THE TYPE OF CONSTRUCTION IS TYPE VB.
- THE BUILDING HAS 4 GARAGE DOORS AND 3 EGRESS DOORS.
- BECAUSE OF ITS USE, IT MEETS C402.1.1 LOW ENERGY BUILDING AND THEREFORE DOES NOT REQUIRE MEETING THE THERMAL ENVELOPE REQUIREMENTS.
- PER EBCONYS, SECTION 808.3 THE DEVICES SHALL BE PROVIDED WITH LOCAL EXHAUST. KITCHEN HOOD IS NOT REQUIRED FOR MAKE-UP AIR.
- OCCUPANCY TYPE U DOES NOT REQUIRE A SPRINKLER SYSTEM.

**NOTES:**

1. THE FOLLOWING ITEMS ARE FURNISHED & INSTALLED BY THE OTHERS:
  - OUTDOOR EQUIPMENT
  - KITCHEN EQUIPMENT
  - SERVING COUNTERS
  - TABLE AND SHELVING
  - FIRE ALARM AND SECURITY SYSTEM
2. CONTRACTOR SHALL CONTACT CRAIG SCHAEFER (315) 783-5883 FOR A QUOTE FOR THE OVERHEAD DOORS
3. COLOR AND SIZE OF THE BRICK SHALL MATCH BRICK OF THE CHURCH.



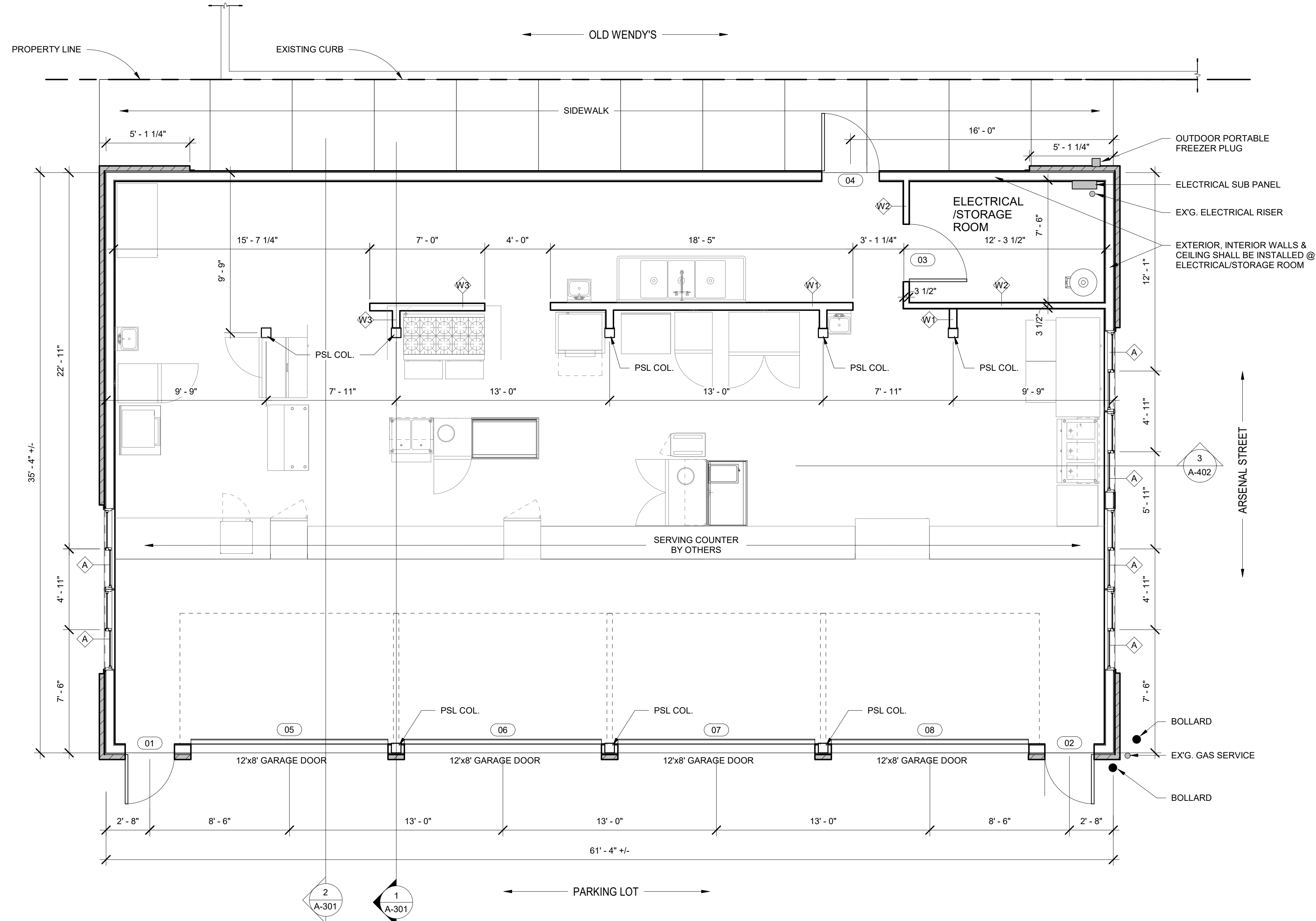
WALL TYPES  
1 1/2" = 1'-0"



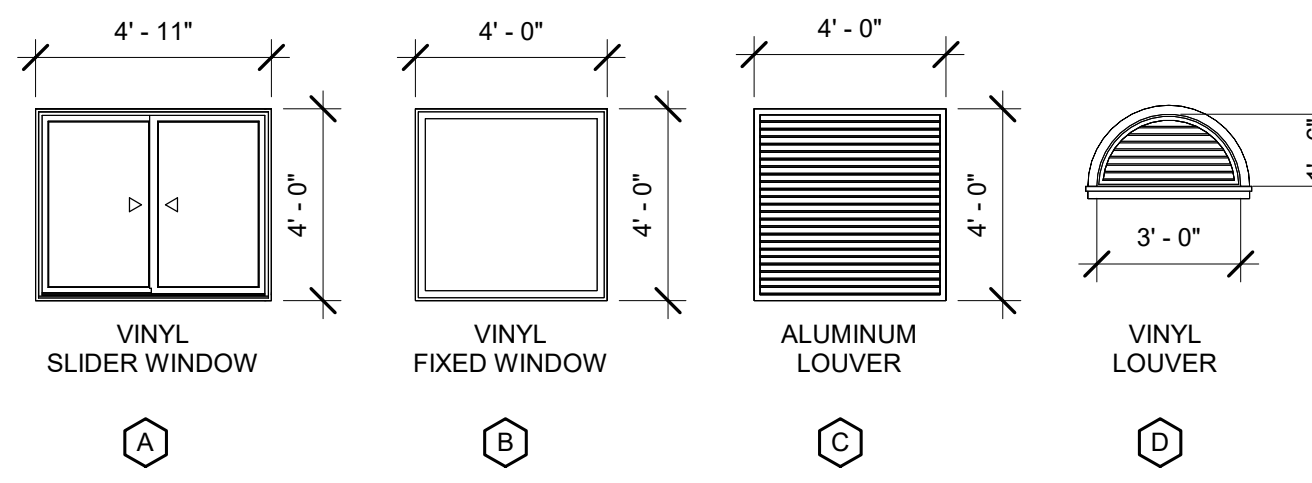
"F"	FLOOR FRAMING INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

PROVIDE (1) 6" STICKER ON EACH EXTERIOR DOOR

TRUSS IDENTIFICATION  
12" = 1'-0"

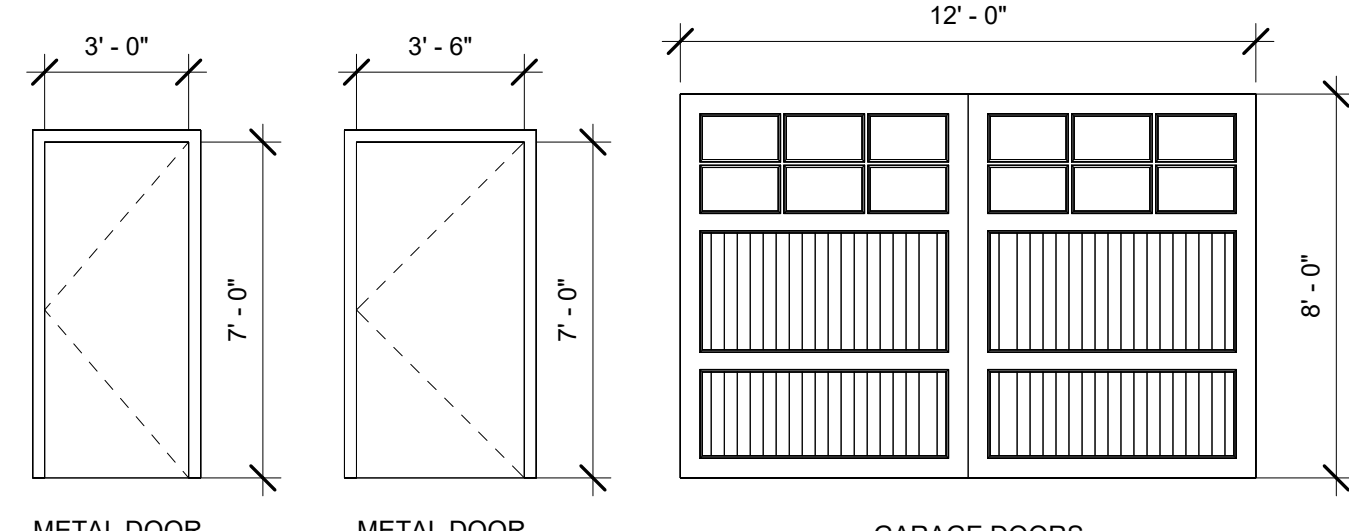


FIRST FLOOR PLAN  
1/4" = 1'-0"



WINDOW ELEVATIONS  
1/4" = 1'-0"

NOTE: LOUVER MANUFACTURED BY GREENHECK, MODEL # EAD-632W, SIZE 48"x48", ADJUSTABLE LOUVER, DRAINABLE BLADE EXTRUDED ALUMINUM, INSECT SCREEN, DUAL-DUROMETER EXTRUDED VINYL BLADES SEALS, COMPRESSIBLE STAINLESS STEEL JAMB SEALS. COLOR CHOSEN BY OWNER FROM LIST OF MANUFACTURER'S STANDARD COLORS.



DOOR HARDWARE  
DOOR #1, #2, & #4 SHALL RECEIVE A PAIR OF BB HINGES, ENTRY LOCK & WEATHERSTRIPPING  
DOOR #3 SHALL RECEIVE A PAIR OF BB HINGES & STORAGE LOCK  
DOOR #5, #6, #7 & #8 SHALL RECEIVE WEATHERSTRIPPING

DOOR ELEVATIONS  
1/4" = 1'-0"

REVISIONS		
No.	Description	Date