



CITY OF WATERTOWN, NEW YORK

CITY PLANNING COMMISSION

ROOM 305, WATERTOWN CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

(315) 785-7741

MEETING: April 4, 2023

PRESENT:

Larry Coburn, Chairperson

Michelle Capone

Lynn Godek

Neil Katzman

Michael Pierce

ALSO:

Michael A. Lumbis, Planning and Community
Development Director

Michael Delaney, City Engineer

Geoffrey Urda, Planner

Gertrude Karris, Secretary

ABSENT:

Linda Fields

Planning Commission Chair, Larry Coburn, called the April 4, 2023, Planning Commission meeting to order at 3:01 p.m. Mr. Coburn then asked for a motion regarding the minutes from the March 7, 2023, meeting. Ms. Capone made a motion to accept the minutes as written, Ms. Godek seconded the motion, and all voted in favor.

SKETCH PLAN APPROVAL – 850 ARSENAL STREET PARCEL NUMBER 8-02-108.000

The Planning Commission then considered a request for Sketch Plan Approval submitted by Scott W. Soules, RA, AIA of GYMO, D.P.C. on behalf of Blessed Sacrament Parish to reconstruct a 2,167 square-foot (SF) pavilion at St. Anthony Church at 850 Arsenal Street, Parcel Number 8-02-108.000.

Mr. Soules attended to represent the application. Mr. Soules began by saying that the proposed pavilion would occupy a nearly identical footprint to a previous pavilion on the site that suffered significant fire damage in July 2022. He said that the church subsequently obtained a Demolition Permit for the damaged pavilion and proceeded to remove the structure.

Mr. Soules then showed the Planning Commission the Sketch Plan depicting the location of the proposed pavilion measuring 35' 4" x 61' 4" and where a sidewalk would run between the pavilion and the adjacent lot. Mr. Soules also showed the proposed pavilion's interior layout. He said that St. Anthony Church proposes to use the pavilion for Church functions and events, as they used the old pavilion.

Chairperson Coburn asked for confirmation that the new pavilion would be on the same footprint and foundation as the previous pavilion. Mr. Soules replied in the affirmative. Mr. Coburn then reviewed the summary items in the Staff's memorandum to the Planning Commission and clarified with Planning Staff that Summary Item 1 is a recommendation, and not required.

Mr. Lumbis then discussed the criteria for Sketch Plan Approval, a new level of development review established in the City's new Zoning Ordinance. He said that the new Zoning Ordinance allows Planning Staff to review a project and recommend that the Planning Commission approve the development based on a submitted Sketch Plan and waive the requirements of full Site Plan Review if Staff believes the project will have minimal impacts. Mr. Lumbis then said that if the Planning Commission concurs with Staff, the Commission may grant Sketch Plan Approval and the applicant will then obtain all other necessary approvals from Planning, Engineering and/or Code Enforcement Staff.

Hearing no further discussion, Ms. Capone moved to grant Sketch Plan Approval for the request submitted by Scott W. Soules, RA, AIA of GYMO, D.P.C. on behalf of Blessed Sacrament Parish to reconstruct the 2,167 SF pavilion at St. Anthony Church at 850 Arsenal Street, Parcel Number 8-02-108.000, contingent upon the following:

1. The applicant must obtain, minimally, the following permits prior to construction: Building Permit and Zoning Compliance Certificate.
2. The applicant shall contact the City Code Enforcement Bureau to verify the adequacy of all existing and proposed electrical wiring.

Mr. Katzman seconded the motion, and all voted in favor.

At 3:08 p.m., Mr. Katzman moved to adjourn the meeting. Mr. Coburn seconded the motion, and all voted in favor.

Respectfully submitted,
Gertrude Mead Karris
Secretary