



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: October 3, 2023

PRESENT:

Michelle Capone, Acting Chairperson
Lynn Godek
Maryellen Blevins
Peter Monaco

ALSO:

Michael A. Lumbis, Planning and Community
Development Director
Geoffrey Urda, Planner
Sharlice Bonello, Planner
Meredith Griffin, Civil Engineer II

ABSENT:

Lary Coburn
Linda Fields
TJ Babcock

Planning Commission Acting Chair, Michelle Capone, called the October 3, 2023, Planning Commission meeting to order at 6:00 p.m. Ms. Capone then asked for a motion regarding the minutes from the September 12, 2023, meeting. Lynn Godek made a motion to accept the minutes as written, Peter Monaco seconded the motion, and all voted in favor.

**SUBDIVISION FINAL PLAT APPROVAL – 132 WILLOW STREET
PARCEL NUMBER 9-10-104.100**

The Planning Commission then considered a request submitted by Kimberly A. Donegan for a two-lot subdivision of 132 Willow Street, Parcel Number 9-10-104.100. Mr. Robert Busler was present to represent the request.

Robert Busler of LaFave, White and McGivern began by stating that he was representing Ms. Donegan and that he could answer questions that the board may have. Mr. Busler then went on to give an overview of the proposed subdivision.

Mr. Busler stated that Ms. Donegan proposes to subdivide 132 Willow Street into two lots, Parcel A and Parcel B, with the intent to assemble both resulting lots with adjoining parcels. Mr. Busler noted that he had resubmitted a revised subdivision map with edits to the line weights to Sharlice Bonello, as required in Staff's Memorandum to the Planning Commission. Mr. Busler also submitted a revised "Request for Real Property Tax Law 932 Spilt" form to include Jack Hoff.

Ms. Blevins then noted that Question 12b on the Short Environmental Assessment Form (EAF), was checked "yes" with a note that read see attached. Ms. Blevins said that she reviewed the photos, but wanted clarification on whether there were any impacts or further steps that needed to be taken. Mr. Busler stated that he used the New York State Department of Environmental Conservation's (DEC) online mapping tool to fill out the Short EAF, and the program automatically checked "yes" to Question 12b. Mr. Busler then said that he searched for sensitive archeological

areas surrounding the subdivision that may have potentially triggered the online tool to select “yes,” such as a nearby cemetery.

Mr. Urda then explained that impacts to historic and archeological sites typically receive consideration for Site Plans and in historic areas where the Lead Agency must consider how construction may disrupt historic and archeological resources. Ms. Capone also noted that when using the online tool, archaeological sites will be triggered based on a search radius from the subdivision site and that the project site would not necessarily be of historic or archeological importance. Mr. Lumbis reiterated that archaeological and historic impacts on resources typically come into play when there is land disturbance or construction. Mr. Lumbis stated that in this case, the only action that the Planning Commission will consider when completing Part 2 of the EAF is a subdivision which will create new lines on a map and whether that action will have an impact on archaeological resources.

Ms. Capone then noted that it was time for the public hearing. She called the public hearing to order at 6:05p.m., read the legal notice that had been published in the *Watertown Daily Times* and asked for public comment on the request. Hearing no comments, Ms. Capone closed the public hearing at 6:06 p.m. and invited Ms. Blevins to continue discussing the subdivision.

Ms. Blevins continued with the discussion, clarifying that since the subdivision was only changing lot lines, the endangered Indiana Bat and Northern Long-Eared Bat will not be an issue. The other Planning Commission members and City Staff agreed.

Ms. Blevins then stated that question 13b of the SEQR was not answered. Mr. Busler made the edit to the document and checked “no” for question 13b.

Mr. Monaco then stated that he owns property adjacent to 132 Willow Street and could recuse himself from voting if the Commission determined it to be necessary. Ms. Capone stated that he will not need to recuse himself.

The Planning Commission then reviewed Part 2 of the Short EAF, reading each question aloud and answering all of them in the negative. Ms. Godek then moved to issue a Negative Declaration for the proposed project pursuant to the requirements of SEQRA. Ms. Blevins seconded the motion, and all voted in favor.

Ms. Blevins then moved to grant Subdivision Final Plat Approval for the request submitted by Kimberley A. Donegan for a two-lot subdivision of Parcel Number 9-10-104.100 located at 132 Willow Street, contingent upon the following requirements:

1. The property owner of 124 Willow St. shall assemble the 0.30-acre eastern subdivided parcel, Parcel A, with Parcel Number 09-10-103.000 located at 124 Willow St., into a single parcel, by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant shall assemble the 0.20-acre northern subdivided parcel, Parcel B, with Parcel Number 09-10-118.000 located at 821 Arsenal St., into a single parcel, by way of a new metes and bounds description that is filed with the County Clerk.

Ms. Blevins seconded the motion, all voted in favor.

**SKETCH PLAN APPROVAL – 419 GLENN AVENUE
PARCEL NUMBER 8-18-322.000**

The Planning Commission then considered a request for Sketch Plan Approval submitted by The Arc of Jefferson – St. Lawrence, represented by Bret Robbins, to construct a 240 square-foot (SF) shade structure (pavilion) at 419 Glenn Avenue, Parcel Number 8-18-322.000.

Ms. Capone stated that Sketch Plan Approval applications are a new process for the Planning Commission, as established in the City's current Zoning Ordinance, which the City adopted in February 2023. Ms. Capone then cited Section 310-106(B)(2) of the Zoning Ordinance, which enables the Planning Commissions to waive the requirements of a full Site Plan review and approve the Sketch Plan. Mr. Urda explained that the action the Planning Commission was taking under Sketch Plan Approval was similar to the Waiver of Site Plan Approval process under the previous Zoning Ordinance.

Mr. Robbins then addressed the Commission and introduced himself as the Superintendent of Properties for the Arc of Jefferson – St. Lawrence. Mr. Robbins stated that The Arc sought to construct a shade structure on the subject parcel but found out that the parcel is leased. Mr. Robbins then provided a written authorization form from the property owner (WGS Housing Arsenal Associates, LLC) authorizing The Arc to apply for Site Plan Approval on the Property owner's behalf to Mr. Urda, who then confirmed to the Planning Commission that this would satisfy Summary Item 3.

Mr. Robbins then explained that The Arc is proposing to construct a 12' x 20' shade structure on a portion of the property that is mostly already paved but removing some grass and laying down 256 square-feet (SF) of concrete.

Ms. Capone then addressed the applicant, reading out Summary Items 1, 2, and 4, ensuring that the applicant adheres to the summary items. Mr. Robbins understood that The Arc would need to satisfy the three remaining Summary Items. Ms. Godek then asked if the written authorization form submitted by Mr. Robbins was signed. Mr. Urda replied yes.

Ms. Godek then moved to grant Sketch Plan Approval waiving further Site Plan Review for the request submitted by The Arc of Jefferson – St. Lawrence to construct a 240 square-foot shade structure (pavilion) on Parcel Number 8-18-322.000 located at 419 Glenn Avenue, contingent upon the following:

1. The applicant must locate the structure as proposed in the submitted drawing; specifically, such that the support beam at the structure's northeast corner is situated within six inches of both existing internal sidewalks, at the point at which the sidewalks converge, to ensure adherence to the 10-foot rear setback requirement of the Planned Campus District.
2. The applicant must verify the location of the existing underground 6-inch ductile iron pipe with the City Water Department prior to the issuance of a Building Permit to ensure that the proposed pavilion will not be built over the top of the water line.
3. The applicant must obtain, minimally, the following permits prior to construction: Building Permit and a Zoning Compliance Certificate.

Ms. Blevins seconded the motion, all voted in favor.

**SKETCH PLAN APPROVAL – 904 LERAY STREET
PARCEL NUMBER 2-11-118.100**

The Planning Commission then considered a request for Sketch Plan Approval submitted by William K. Huchzermeier of Makes Cents Redemption Center to construct a 783 square-foot (SF) building addition at 904 Leray Street, Parcel Number 2-11-118.100.

Mr. Huchzermeier attended to represent his own application. He explained his proposed addition and stated that he had building blueprints produced by Aubertine and Currier, PLLC.

Ms. Capone read aloud Summary Item 1 and asked for more information on the lighting. Mr. Huchzermeier replied that there are lights on both corners of the side of the existing building that the proposed addition would connect to, although the addition would be between the lights, and therefore illuminate the front and back of the addition. Mr. Huchzermeier went on to say that if more lighting is required, he could add more. Mr. Monaco then clarified that the two lights that already exist will be staying. Mr. Huchzermeier replied yes.

Mr. Urda then explained that as you look at the satellite view of the northeast and northwest corners, you will see the current mounted lights. Mr. Urda then noted that the proposed addition will be constructed between the lights. Mr. Urda also said that the redemption center is open until 6 p.m. Mr. Huchzermeier then said that no customers would enter this addition, as only employees would use it. Mr. Urda then said that Summary Item 1 only required that the Planning Commission have this discussion at the meeting to reach its own conclusion.

Ms. Capone then read Summary Item 2 which required the applicant to obtain a Building Permit. Mr. Huchzermeier noted that he would start that process the following day. Ms. Capone asked if there were any other questions. Mr. Urda reminded the Commission and the applicant that, as discussed in the cover letter and Staff's memorandum, if the applicant wished to pave the parking area in the future, that action would require a full Site Plan Review, which is a more extensive review process, a goal of which is to gradually bring a site into conformance.

Ms. Godek then moved to grant Sketch Plan Approval waiving further Site Plan Review for the request submitted by William K. Huchzermeier to construct a 783 SF building addition on Parcel Number 2-11-118.100 located at 904 Leray Street, contingent upon the following:

1. The applicant must obtain a Building Permit prior to construction.

Ms. Blevins seconded the motion, and all voted in favor.

At 6:25 p.m., Mr. Monaco moved to adjourn the meeting. Ms. Godek seconded the motion, and all voted in favor.

Respectfully submitted,
Sharlice Bonello
Planner