



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: August 5, 2025

PRESENT:

Michelle Capone, Chair

Peter Monaco

Scott Garrabrant

Maryellen Blevins

ALSO:

Michael A. Lumbis, Planning & Community

Development Director

Geoffrey Urda, Senior Planner

Joseph Albinus, Planner

ABSENT:

T.J. Babcock

Linda Fields

Lynn Godek

Planning Commission Chairperson, Michelle Capone, called the August 5, 2025, Planning Commission meeting to order at 6:04 p.m. Ms. Capone asked for a motion regarding the minutes from the July 1, 2025 meeting. Peter Monaco made a motion to accept the minutes as written. Scott Garrabrant seconded the motion and all voted in favor. Ms. Capone then asked for a motion regarding the minutes from the July 10, 2025. Maryellen Blevins made a motion to accept the minutes as written. Mr. Garrabrant seconded the motion and all voted in favor.

PUBLIC HEARING – 1068 ARSENAL STREET – PARCEL NUMBER 8-47-106.200 SUBDIVISION FINAL PLAT APPROVAL

Ms. Capone read aloud the public hearing notice for the above Subdivision Final Plat Approval that had been published in the *Watertown Daily Times* and opened the Public Hearing at 6:05 p.m. Hearing no comments, she then closed the Public Hearing at 6:06 p.m.

SUBDIVISION FINAL PLAT APPROVAL – 1068 ARSENAL STREET PARCEL NUMBER 8-47-106.200

The Planning Commission then considered a request for a Subdivision Final Plat Approval submitted by Brian Evans of Brew Team NY, LLC for a two-lot subdivision of 1068 Arsenal Street, Parcel Number 8-47-106.200.

Ms. Capone then asked the applicant if he had any comments on Staff's memorandum to the Planning Commission.

Larry Adler, a local partner and franchisee for Brew Team NY attended to represent the application. He said that he didn't have any questions regarding the Subdivision and that the Subdivision would enable them to meet lot area coverage requirements.

Geoffrey Urda then asked Mr. Adler if he had any concerns with any of the conditions, specifying the line weight condition. Mr. Adler said he had no concerns. Mr. Urda then mentioned the contingency requiring the applicant to rename the drawing.

Ms. Capone then read the other two summary items and asked if there were any other questions about them.

Thomas Compo asked about the proposed Subdivision, specifically as it related to a New York State Department of Transportation (NYSDOT) stormwater easement that crossed 1084 Arsenal Street.

Mr. Adler stated that NYSDOT attorneys had sent them an email stating that the fee is owned by Prime, LLC and NYSDOT needs the easement to go the full length of the property. He stated that the developed site would put less water in the easement than it takes in today.

Mr. Compo said that he wanted to verify NYSDOT approval . He also stated that there was a pipe on the Site Plan with potential to discharge water onto the neighbor's lot.

Mr. Urda stated that the Planning Commission should discuss this during the Site Plan agenda item, not the Subdivision.

Ms. Capone moved on to complete Part 2 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). The Planning Commission considered each question and answered "No" to all of the questions.

Ms. Blevins moved to issue a Negative Declaration for the proposed Subdivision and Site Plan pursuant to SEQR. The motion was seconded by Mr. Garrabrant. All voted in favor.

Ms. Capone then asked for a motion for Subdivision Final Plat Approval.

Mr. Monaco made a motion to approve the request for a Subdivision Final Plat Approval submitted by Brian Evans of Brew Team NY, LLC for a two-lot subdivision of 1068 Arsenal Street, Parcel Number 8-47-106.1200, contingent upon the following:

1. The applicant shall submit a signed Request for Real Property Tax Law 932 Split Form.
2. The applicant shall submit a Subdivision Final Plat Drawing for signature by the Clerk of the Planning Commission. This drawing must also use heavier line weights on the north and west sides of the 0.138-western sections that match the line weights around the rest of the subject parcel, as well as a specific label for this section that matches its title in its suggested description, "To be Conveyed to Prime, LLC."

3. The applicant shall assemble the 0.138-acre western section with the adjacent parcel at 1084 Arsenal Street into a single parcel, by way of a new metes and bounds description that is filed with the Jefferson County Clerk.

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

**SITE PLAN APPROVAL – 1068 ARSENAL STREET
PARCEL NUMBER 8-47-106.200**

The Planning Commission then considered a request for a Site Plan Approval submitted by Brian Evans of Brew Team NY, LLC to construct a 510 square-foot (SF) drive-through coffee shop, a 388 SF storage building and associated site improvements at 1068 Arsenal Street, Parcel Number 8-47-106.200.

Ms. Capone then said that she was aware there were still some outstanding summary items relating to Site Plan Approval and wanted to confirm that Mr. Adler had received Staff's Memorandum to the Planning Commission. Mr. Adler confirmed that he had received the updated memorandum.

Ms. Capone then started going over the Engineering comments regarding the Site Plan, beginning with the requirement to provide a detail consistent with NYSDOT break-a-way sign post base detail.

Mr. Adler stated that while they had seen the comments, they were new comments that had just been received and that Site Plan comments and the Demolition Plan comments, which calls for a specified relocation of a 'No standing anytime' sign and for removal of the sanitary clean out, would be taken care of.

Ms. Capone asked if they would be complying with the Utility Plan comments, which included a cleanout for the 4" sanitary sewer, NYSDOT approval for the stormwater discharge, the referencing of a nonexistent detail on a separate sheet, and for more details on a 12" connecting pipe. Mr. Adler confirmed and stated they would be getting approval from NYSDOT.

Ms. Capone then asked if they would be complying with the Striping Plan comments, which included a concrete curb at the front entrance instead of painting striping to delineate circulation and tapering the 36' wide entrance. She also asked about the details comments, which recommended a call out for the location of a sanitary sewer clean out, and ROW Details comments which include the removal of detail number 4.12 which was not intended to be included on the design sheet.

Mr. Adler asked about the Striping Plan comments. He stated that it was a significant issue for them and if they try to follow the comments it would get in the way when considering snow removal and flexibility. He stated he understood the comment wanted curbing, and that the suggested curbing would get in the way of snow removal.

Mr. Compo then asked how much of their sales would come through the drive through. Mr. Adler replied that he expected over 99 percent of sales to be through the drive-through. Ms.

Capone then drew a comparison to Chick-fil-A drive through. Mr. Adler agreed that it was similar to a combination Chick-fil-A and Starbucks.

Mr. Compo asked where the vehicles would stack. Mr. Adler said that the site had a double lane and that the stacking was meant to be in the double lane and it's why the company requires their sites to have double lanes. He stated that they don't sell food, only beverages, and that they have quick service times.

Mr. Compo then stated that he imagines that a person could be sitting in the left turn lane for three and a half minutes. Mr. Adler stated that they preferred to have the left turn lane, but they did understand the visibility concerns with two cars side-by-side. Mr. Compo then asked if DOT had commented on the plans yet.

Mr. Adler replied that NYSDOT had not commented yet.

Ms. Capone then said that she liked two lanes, since in a single lane, a person trying to make a left turn might clog the line for someone who wants to make a right turn. Mr. Adler said that he agreed with it, but NYSDOT will make the determination. He stated that currently the driveway width was 36 feet, and might be reduced to 26 feet if NYSDOT requires it, but that wouldn't affect the internal circulation.

Ms. Capone then asked for more details from Engineering regarding the desire for concrete in the front. Mr. Compo said that paint alone might not deter someone from parking in the front. Mr. Adler asked if a way-finding sign would help. Mr. Compo said that curbing would be his recommendation, but he wouldn't force the applicant to do it if he didn't want to. Ms. Capone then said that she understood Mr. Compo's point that the signs would last longer than the paint.

Mr. Compo said that the building was close to the front and was concerned about vehicles stacking onto Arsenal Street. Mr. Adler replied that the site was designed to stack over 22 cars, and it shouldn't be a problem.

Mr. Compo said that he was thinking of the Dunkin Donuts on Washington Street, at which the drive-through queue often stacked onto the street. Ms. Capone agreed, but that the proposed Seven Brew site had more ability to stack. Mr. Monaco said that he has seen the Tim Horton's stack to onto Mill Street.

Ms. Capone said that she felt they had come to an agreement regarding striping.

Mr. Adler then asked if staff works with NYSDOT in regards to the driveway or if the driveway was entirely NYSDOT's jurisdiction. Mr. Compo replied that from an engineering standpoint, he likes to see one lane in and one lane out.

Mr. Adler said that while he thought having two outbound lanes helps, if Staff and NYSDOT want one, they would make the change.

Mr. Compo also added that a 33-foot driveway radius was suboptimal, and a tapered end would be better than a 110-foot throat.

Mr. Adler then said he had some more questions regarding the utility plan. He said that it was pointed out to him that they have a water source from the middle of Arsenal Street. He also pointed out that there were two fire hydrants on the other side of the street. He stated that there were no fire hydrants on their side of the street.

Mr. Compo replied that is why he wanted them to have a hydrant. Since having a fire on the north side of Arsenal Street would close the entire street because of the fire truck needing to take water from the south side of the street. Mr. Adler then said that there were a few water services that went across the street. Mr. Compo said that if either of them were adequate to put a hydrant on they could use it, but he didn't think either of them were large enough. He also stated that NYSDOT didn't want to do it since Arsenal Street had just been resurfaced.

Mr. Monaco added that it was a concrete road base. Mr. Compo suggested that Mr. Adler make a note about the concrete road base. Mr. Monaco stated that he thought the concrete road base stopped just west of the build, but they have pinned existing concrete to fix water main issues. Mr. Compo stated that he knows Public Works had recently done work in the center on a water main. While the City has an annual Permit, the applicant would need a Utility Permit and Curb Cut Permit from NYSDOT.

Ms. Capone then asked if he had any other questions about the comments. Mr. Adler said that they had missed the clean out notice and would put one on. Mr. Compo said that it would help them if there was a clog.

Mr. Adler said that below the Right of Way details they'd need to get DOT to get a clean out. He stated that he told them to include a water quality basin, but that DOT might want to call Mr. Compo for details. Mr. Compo said that they would look at and pull out the sediment around the drain to avoid clogs.

Mr. Adler then asked about Staff's request for more space for snow storage.

Mr. Urda stated that Staff acknowledged the increased width of the snow storage area from 5 to 10 feet, but that is still not enough room. He stated that there was room within the limits of disturbance to add more snow storage. He stated that a snow removal contractor may accidentally break the trees while plowing snow, and since the trees were part of the site plan, the City would make Seven Brew replace the trees.

Mr. Adler offered to increase the width of the snow storage area to 15 feet and asked if they could take a tree out to increase the size of the snow storage. Mr. Urda replied that they could move a tree as long as the plan still meets the landscaping requirements.

Mr. Monaco said that it was a lot of area to plow snow through.

Joseph Albinus stated that the past winter there was a period of over 60 days that temperatures in the City did not get above freezing and the snow kept on building.

Mr. Adler then asked if there were more comments like that. Mr. Urda said that the Planning Commission should re-word Summary Item 1 to say that the applicant must fulfill all requirements of the Subdivision Approval.

Mr. Urda stated that Summary Item 4, requiring a larger snow removal area, should remain until Staff receives a plan that depicts a 15-foot wide snow storage area.

Mr. Urda stated that Summary Item 6 should remain since it contains all the outstanding Engineering comments.

Mr. Urda said that the two permitting conditions should remain and that the snow storage space was the only comment focused on planning as Summary Item 6 was for the Engineering requirements.

Mr. Adler then asked about when the next Planning Commission meeting would be. Mr. Urda replied that the Commission was about to discuss that. Mr. Adler said that he was concerned because materials needed to be submitted three weeks ahead of time.

Mr. Urda said the meeting would be on a different date due to the City Council meeting that would be on the first Monday getting moved by Labor Day and while traditionally they have chosen the following Tuesday, which would be September 9, it is never assumed that the following Tuesday will be the meeting date.

Ms. Capone then said that the recommendation from Staff was to table the Site Plan Approval pending the resubmission of more detail and the re-worded conditions. She asked for a motion to table.

Ms. Blevins then made a motion to table the request for a Site Plan Approval submitted by Brian Evans of Brew Team NY, LLC to construct a 510 square- foot (SF) drive-through coffee shop, and a 388 SF storage building and associated site improvements at 1068 Arsenal Street, Parcel Number 8-47-106.200. Mr. Garrabrant then seconded the motion. All voted in favor.

SEPTEMBER MEETING DATE

The Planning Commission then considered when to have their next meeting due to Labor Day causing a conflict with the Planning Commission's usual time.

Ms. Capone asked Mr. Urda if he could poll the Planning Commission members, but tentatively have the date be September 9.

Mr. Urda then said that the tentative night could also be September 3, but previously, members have expressed a desire not to meet on Wednesdays.

Ms. Capone then stated they should try to get a quorum for that Tuesday. Michael Lumbis then stated that meeting times had been previously brought up and that nothing had been resolved.

He mentioned moving the start time up to 5:00 p.m. instead of 6:00 p.m. and wondered if it would work with the Planning Commission members.

Ms. Capone then asked for a poll regarding the start time change. Mr. Urda said that he would poll them for both.

Ms. Capone then asked for a motion to adjourn the meeting. Mr. Monaco made a motion to adjourn. Ms. Blevins seconded.

Prior to voting on the motion to adjourn, Mr. Monaco asked about the plans for No Parking on Hawk Street.

Mr. Compo then stated that they said that when they put out a Request For Proposal to redesign Newell Street, Hawk Street would be considered along side it and they would have an information meeting for everyone that wanted to voice their opinion.

Mr. Monaco then stated that the people were still having issues with parking Mr. Compo said that while he was in favor of it, the City Council wanted staff to conduct more outreach when they discussed it at the work session.

Mr. Compo said that they will likely still make the recommendation of no parking on Hawk Street.

Ms. Capone then asked for a vote to confirm adjourning the meeting. All voted in favor.

Respectfully submitted,

Joseph Albinus
Planner