



CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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PLANNING AND COMMUNITY  
DEVELOPMENT DIRECTOR

February 6, 2024

To: Planning Commission Members  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: February 6, 2024 Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Tuesday, February 6, 2024, at 6:00 p.m. in the South Reading Room at the Flower Memorial Library. Materials for the agenda items are available on the City website at: <https://www.watertown-ny.gov/events/28368/>

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the January 3, 2024, Planning Commission meeting.
2. **Special Use Permit** – Tabled request submitted by Jie He of HSS RE Ventures, LLC to allow an office in the Neighborhood Mixed Use District at **812 State Street**, Parcel Number 12-06-323.000. A public hearing has been scheduled for 6:05 p.m.

\*239-m review by the Jefferson County Planning Board required

**Notes:** The Planning Commission meeting will be held in person and is open to the public. To access the Flower Memorial Library and attend the meeting, you must enter the building through the side entrance on the south face of the building.

All applicants involved in the above requests must attend the meeting. If an applicant is not present, the Planning Commission will not act upon the individual request.

cc: City Council Members  
Meredith Griffin, Civil Engineer II  
Dana Aikins, Code Enforcement Supervisor  
Jie He, HSS RE Ventures, LLC., 16955 County Route 59 Dexter, NY, 13634  
Kevin Bamann, GYMO D.P.C., 18969 US Route 11 Watertown, NY, 13601