



CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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DEVELOPMENT DIRECTOR

May 7, 2024

To: Planning Commission Members
From: Michael A. Lumbis, Planning and Community Development Director
Subject: May 15, 2024 Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Wednesday, May 15, 2024, at 6:00 p.m. in the Council Chamber at City Hall. Materials for the agenda items are available on the City website at: <https://www.watertown-ny.gov/events/30426/>.

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the April 2, 2024, Planning Commission meeting.
2. **Site Plan Approval** – Request submitted by Robert Porter of DC Building Systems, Inc. on behalf of SHBP Realty Holdings, to construct a 2,320-square-foot and 3,200-square-foot building addition at 981 Waterman Drive, Parcel Number **9-43-101.005**.

*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 City Hall and attend the meeting, you must enter the building through the Sterling Street entrance.

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: Thomas Compo, P.E., City Engineer
Dana Aikins, Code Enforcement Supervisor
Robert Porter, DC Building Systems, Inc, 1015 Water Street, Watertown, NY 13601
Steve Olmstead, Olmstead Construction, P.O. Box 151, Glenfield, NY 13343

SHBP Realty Holdings, LLC, P.O. Box 6192, Watertown, NY 13601