



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: May 15, 2024

PRESENT:

Michelle Capone, Acting Chairperson
Lynn Godek
Peter Monaco
Linda Fields

ALSO:

Jennifer Voss, Senior Planner
Sharlice Bonello, Planner
Thomas Compo, P.E., City Engineer

ABSENT:

T.J. Babcock
Larry Coburn
Maryellen Blevins

Planning Commission Acting Chairperson, Michelle Capone, called the May 15, 2024, Planning Commission meeting to order at 6:03 p.m. Ms. Capone then asked for a motion regarding the minutes from the April 2, 2024, meeting. Linda Fields made a motion to accept the minutes as written, Lynn Godek seconded the motion, and all voted in favor.

SITE PLAN APPROVAL – 981 WATERMAN DRIVE
PARCEL NUMBER 9-43-101.005

The Planning Commission then considered a request for Site Plan Approval 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 Dr, Parcel Number 9-43-101.005. Mr. Porter attended to represent the request.

Mr. Porter began by describing the proposed building additions, stating that the addition at the western end of the structure is for a roofing system that would cover the existing loading docks to protect the trucks from the elements. Mr. Porter noted that it would be open on one side and not be insulated. Mr. Porter then described the second addition at the southern end of the structure which will be fully enclosed and have a concrete floor that will be insulated and house a freezer that already exists to protect it from the elements. Mr. Porter noted that the siding, roof lines, roof pitches, and color will match the existing building for both of the additions.

Peter Monaco asked if the additions would cover the brewing tanks and coolant system. Mr. Porter replied that there is only a cooler that is currently located outside at the south end and that all the brewing is done within the building. Mr. Monaco then asked for clarification on whether there were tanks at the back of the existing structure. Mr. Porter noted that there is only a chiller that is currently outside.

Ms. Fields then asked the applicant where the proposed trees would be located. Mr. Porter pointed out that they would be along the road and Sharlice Bonello clarified that it would be at the rear end of the parcel along Bellew Avenue South.

Ms. Field then asked if the applicant had discussed the species of tree that would be planted. Mr. Porter stated that his colleague had amended the drawing based on the suggested tree species that were provided by the City. Ms. Bonello stated that the tree species proposed was a Kentucky Coffee Tree. The Planning Commission unanimously agreed that the Kentucky Coffee Tree was a good choice for the site.

Ms. Capone asked the applicant if he had the chance to look at the Code Enforcement comments listed in the Memorandum. Ms. Bonello stated that the applicant had submitted replies to some of the Code Enforcement comments, but the applicant had not satisfied the comments based on Code Enforcement standards. Ms. Bonello noted that summary item two would need to be edited to note that the applicant will discuss the Code Enforcement comments during the building permit process and any additional changes to the sketches will need to be submitted to the Planning Department prior to building permit approval.

Ms. Capone noted that the applicant will need to get a building permit from Code Enforcement and part of that process includes Code Enforcement staff review and requiring edits as needed.

Hearing no further discussion, Ms. Capone directed the Planning Commission to Part 2 of the Short EAF, reading each question aloud and answering all of them in the negative. Ms. Fields then made a motion to issue a Negative Declaration for the proposed site plan pursuant to the requirements of SEQRA. Mr. Monaco seconded the motion, all voted in favor.

Hearing no further discussion, Ms. Fields made a motion to grant Site Plan Approval, for the 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 Dr, Parcel Number 9-43-101.005, contingent upon the following:

1. The applicant shall address the six comments that are listed under the “Code Enforcement Comments” section of the May 2, 2024, Memorandum to Code Enforcement during the building permit process, and any additional changes to the site plan must be submitted to the Planning Department prior to building permit approval.
2. The applicant must obtain the following permits and other documentation, minimally, prior to construction: a Zoning Compliance Certificate and Building Permit.

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

At 6:11 p.m., Mr. Monaco moved to adjourn the meeting. Ms. Fields seconded the motion, and all voted in favor.

Respectfully submitted,

Sharlice Bonello, Planner