



CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SUITE 305, CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3362  
TEL. (315) 785-7741  
FAX (315) 782-9024

MICHAEL A. LUMBIS  
PLANNING AND COMMUNITY  
DEVELOPMENT DIRECTOR

November 22, 2024

To: Planning Commission Members  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: December 3, 2024, Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Tuesday, December 3, 2024, at 6:00 p.m. in the Council Chamber at City Hall, 245 Washington Street, Watertown, NY 13601.

At that meeting, the following agenda will be discussed:

1. Call to Order and Reading of the Minutes of the November 5, 2024, Planning Commission meeting.
2. **\*Zone Change** – Request submitted by Steven H. McIlroy to change the approved zoning classification of **133 Cedar Street**, Parcel Number 7-14-110.000 and a 0.031-acre portion of **612 Swan Street**, Parcel Number 7-14-110.001, from Commercial to Residential.
3. **Sketch Plan Approval** – Request submitted by Christopher Warner to construct two 896 square-foot storage buildings at **725 Leray Street**, Parcel Number 1-04-128.000
4. **Site Plan and Special Use Permit Enforcement** – Presentation and discussion with City Code Enforcement Supervisor, Dana Aikins.

**Note:** The Planning Commission meeting will be held in person and is open to the public. To access City Hall, please use the Sterling Street entrance across from the American Legion.

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.

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

cc: City Council Members  
Eric Wagenaar, City Manager  
Thomas Compo, P.E., City Engineer  
Christopher Warner, 23817 NYS Route 37, Watertown, NY 13601  
Steven H. McIlroy, 133 Cedar Street, Watertown, NY 13601