



**INTEROFFICE MEMO
PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

DATE: August 6, 2026

TO: James Corriveau, ZBA Chairperson

FROM: Geoffrey Urda, Senior Planner

SUBJECT: 521 Hamlin Street
Parcel Number 11-08-215.000
Zoning – Residential
Petition for an Area Variance to decrease the side-yard setback
File #626

This petition, presented by Matthew Resch, on behalf of Matthew Cleaver, is to vary the requirements of Section 310-21 (F)(5)(C) of the Zoning Ordinance to reduce the minimum side yard setback in a Residential District. The Form-Based Dimensional Tables in Section 310-21 require all structures to be set back a minimum of five feet from a side property line. The applicant is requesting a four-foot setback, which represents a 20 percent variance.

The subject property has an irregular shape, with a panhandle that extends east from the rear of the parcel. While this panhandle is approximately 22.5 feet wide at its easternmost (rear) point, it is only approximately 21 feet wide at its narrowest point where it extends back from the rest of the parcel.

The applicant proposes to construct a 12'x 30' shed on this section of the parcel, as depicted in the attached satellite image. Since the proposed shed is 12 feet wide and the parcel is only 21 feet wide at its narrowest point, this only leaves nine feet, which is not enough to meet the required five-foot setback from both property lines.

The applicant proposes to construct the shed five feet from the southern side property line shared with 313 Winslow Street and four feet from the northern property line shared with 517 Hamlin Street, prompting this Area Variance request.

Per 6 CRR-NY 617.5(C)(16), the granting of individual setback or lot line variance is a Type II action pursuant to SEQRA and requires no further environmental review.

Cc: ZBA Members
File

To Whom this May Concern;

I, Matthew A Resch/DBA M.R. Mosaics a fully insured general contractor and resident of 521 Hamlin St Watertown NY. I request zoning approval for an area variance for a 12'x30' gambrel storage shed for 521 Hamlin St Watertown NY, 13601 on behalf of Matthew L Cleaver of 521 Hamlin St Watertown NY 13601.

The request to have a 4' setback parallel to 517 Hamlin St Watertown NY, 13601 and a 6' to 5' setback for 313 Winslow St Watertown NY, 13601.

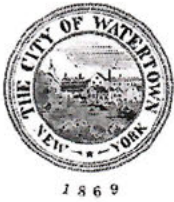
The reason for request because of a slight choke point narrows to 21' in property lines on the 313 Winslow St property which impede the 5' set back variance required by the City of Watertown.

By gaining approval for variance this will help make this property more attractive and add usable storage for occupants to maintain property for many generations to come.

I have also been in contact with both property owners of 517 Hamlin St Watertown, and 313 Winslow St Watertown NY 13601. They have no reservations or concerns about said proposed 12'x30' gambrel shed adjacent to their properties.

- (i) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of area variance;
- (ii) whether the benefit sought by applicant can be achieved by some method feasible for the applicant to pursue, other than area variance;
- (iii) whether the requested area variance is substantial;
- (iv) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and
- (v) whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the board of appeals, but shall not preclude the granting of the area variance.

Sincerely, 
Matthew A Resch



City of Watertown
AREA VARIANCE APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Application #:

Received:

Please Note: Applying for an Area Variance does not guarantee that the Zoning Board of Appeals (ZBA) will grant the request. The burden of proof is on the applicant for meeting the hardship tests and the ZBA will weigh each application on its own merits.

PROPERTY INFORMATION:

PROPERTY ADDRESS: 521 Hamlin St Watertown NY 13601
TAX PARCEL NUMBER: 11-08-215.000 ZONING DISTRICT: Residential

APPLICANT INFORMATION:

APPLICANT NAME: Matthew A Resch
APPLICANT MAILING ADDRESS: 521 Hamlin St
Watertown NY 13601
PHONE NUMBER: [REDACTED] E-MAIL: [REDACTED]

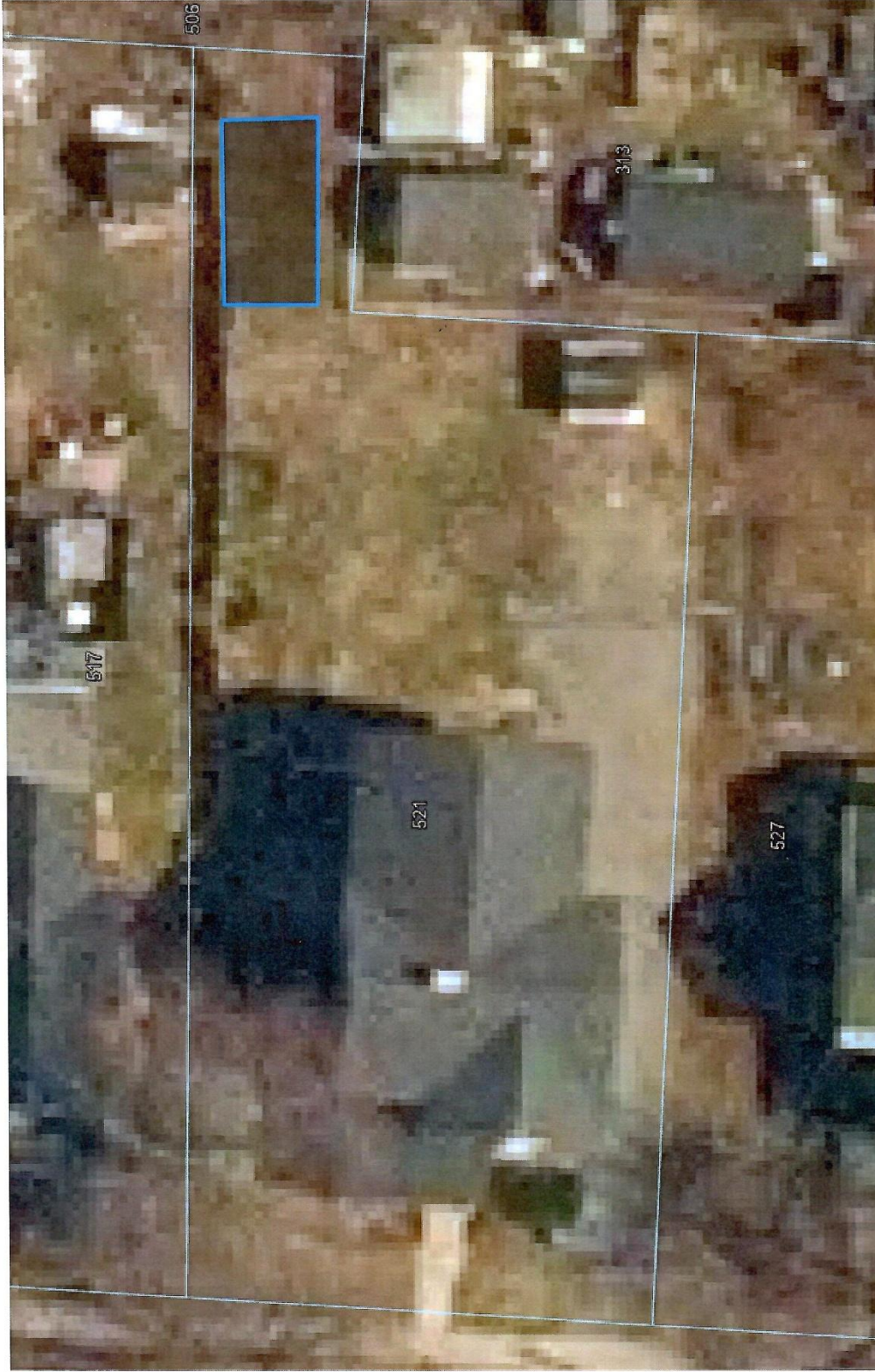
PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: Matthew Cleaver
PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): 521 Hamlin St
Watertown NY 13601
PHONE NUMBER: [REDACTED] E-MAIL: [REDACTED]

CHECKLIST (please include all of the following in addition to this application form):

- | | |
|--|--|
| ☐ Cover Letter (see Appendix A) | ☐ Metes and bounds description (property deed) |
| ☐ Record of denial | ☐ Tax Map with subject parcel highlighted |
| ☐ \$200 application fee | ☐ State Environmental Quality Review (SEQR) form (if necessary) |
| ☐ Site Sketch/Drawing | |

Applicant Signature: Matthew A Resch Date: 07/18/2026
Property Owner Signature (if different) Matthew Cleaver Date: 07/20/2026



Legend

-  Override 1
-  Black River

-  City Boundary
-  Parcels

ROADS



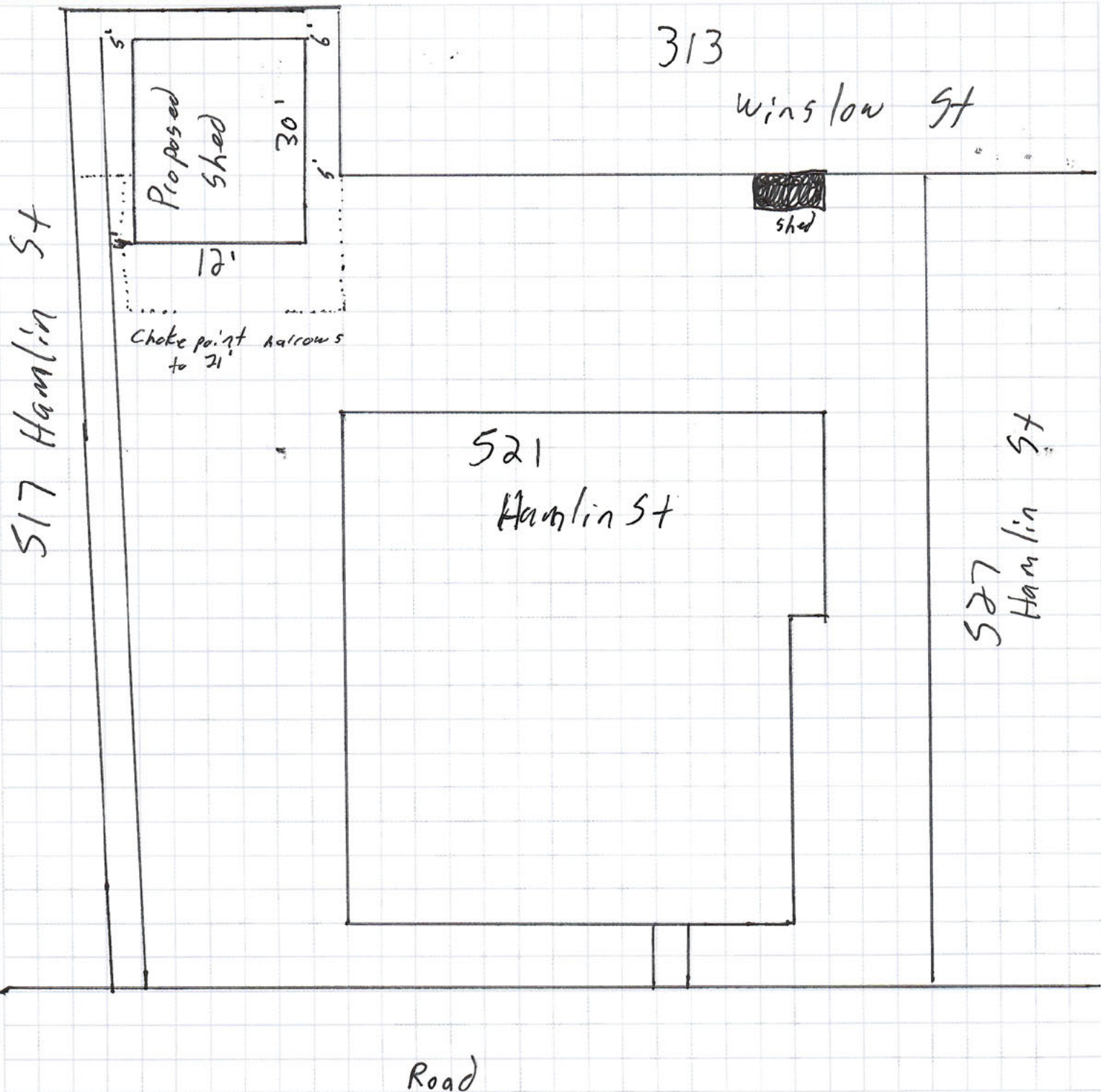
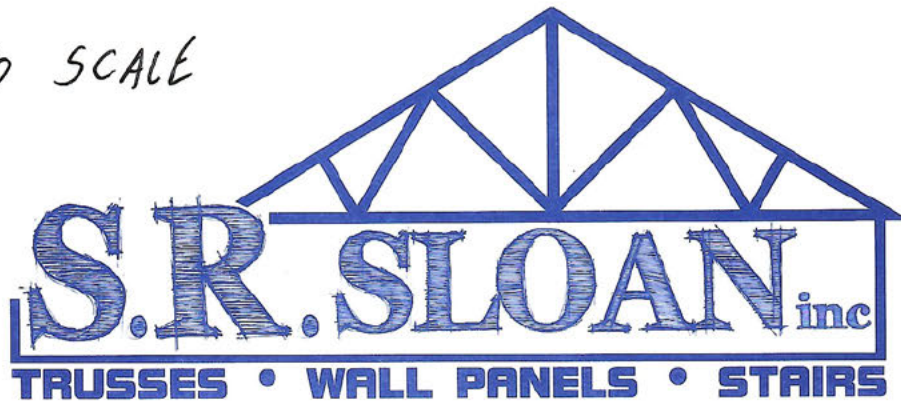
0 0 0 0 mi

Author: Web AppBuilder

Date: 7/8/2026

Title:

* NOT TO SCALE





JEFFERSON COUNTY - STATE OF NEW YORK
GIZELLE J. MEEKS, JEFFERSON COUNTY CLERK
175 ARSENAL STREET
WATERTOWN, NEW YORK 13601

COUNTY CLERK'S RECORDING PAGE

THIS PAGE IS PART OF THE DOCUMENT - DO NOT DETACH



INSTRUMENT #: 2018-00009297

Receipt#: 2018014254

Clerk: AF

Rec Date: 06/29/2018 02:36:35 PM

Doc Grp: DEE

Descrip: DEED

Num Pgs: 3

Rec'd Frm: JEFFERSON ABSTRACT CORPORATION

Party1: ERDNER SUSAN A

Party2: CLEAVER MATTHEW L

Town: WATERTOWN-CITY OF

Recording:

Cover Page	5.00
Recording Fee	30.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
RP5217 Residential/Agricu	116.00
RP5217 - County	9.00

Sub Total: 185.00

Transfer Tax
Transfer Tax - State 468.00

Sub Total: 468.00

Total: 653.00

**** NOTICE: THIS IS NOT A BILL ****

***** Transfer Tax *****

Transfer Tax #: 3702

Transfer Tax

Consideration: 117000.00

Transfer Tax - State 468.00

Total: 468.00

WARNING***

***Information may change during the verification process and may not be reflected on this page

Gizelle J. Meeks

Gizelle J. Meeks
Jefferson County Clerk

Record and Return To:

SCHWERZMANN & WISE, PC
137 MAIN AVENUE., PO BOX 704
WATERTOWN NY 13601
OFFICE MAILBOX

This Indenture, made the 11th day of June, 2018

Between

SUSAN A. ERDNER, residing at 29 Prospect Street, Adams, Jefferson County, New York, and JOHN L. BULGER, residing at 21790 Sunset Ridge, Watertown, Jefferson County, New York,

as co-executors of the last will and testament of MARY R. BULGER, who died on the 5th day of August, 2017,

party of the first part, and

MATTHEW L. CLEAVER, residing at 17882 County Route 156, Watertown, Jefferson County, New York,

party of the second part,

Witnesseth, that the party of the first part, to whom letters testamentary were issued by the Surrogate's Court, Jefferson County, New York, on December 6, 2017 and by virtue of the power and authority given in and by said last will and testament, and/or by Article 11 of the Estates, Powers and Trusts Law, and in consideration of One Hundred Seventeen Thousand Dollars (\$117,000.00, paid by the party of the second part, does hereby grant and release unto the party of the second part, the distributees or successors and assigns of the party of the second part forever, ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson and State of New York, being Lot No. 1 on Hamlin St., as shown on a map of lands on Winslow St., and Hamlin St., made by F. A. Hinds October 1897 and filed in Jefferson County Clerk's office October 18, 1897 and is now to be found in Book 2 of Maps, page 14, to which map reference is here had, said lot is on the E'ly side of Hamlin St.

ALSO CONVEYS all that tract or parcel of land, described as follows: BEGINNING in the rear line of above described Lot #1 at the N W'ly corner of Lot #2 as shown on said map; thence N. E'ly along rear line of Lot #1 about 20 ft. to the N'E'ly corner thereof and in the S'ly line of Mack's lot; thence E'ly along the line of said Mack's lot about 33 ft. to the S. E'ly corner thereof; thence S'ly parallel with the E'ly line of Lot #1 about 22 ft. to the N'ly line of Lot #2; thence W'ly along said line about 33 ft. to the place of beginning.

INTENDING to convey the premises known as 521 Hamlin Street, Watertown, New York.

BEING the same premises conveyed from Paul O. Minton, Jr., and Roselyn A. Minton to Frederick L. Bulger and Mary L. Bulger, by Warranty deed dated April 1, 1960 and recorded in the Jefferson County Clerk's office on April 5, 1960 in Liber 691 of Deeds, at Page 15.

TOGETHER with all right, title and interest, if any, of the party of the first part in and to any streets and roads abutting the above described premises to the center lines thereof; TOGETHER with the appurtenances, and also all the estate which the said decedent had at the time of the decedent's death in said premises, and also the estate therein, which the party of the first part has or has power to convey or dispose of, whether individually, or by virtue of said will or otherwise; TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, the distributees or successors and assigns of the party of the second part forever.

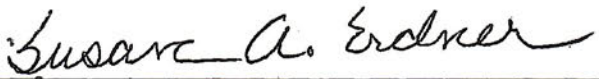
AND the party of the first part covenants that the party of the first part has not done or suffered anything whereby the said premises have been incumbered in any way whatever, except as aforesaid.

Subject to the trust fund provisions of section thirteen of the Lien Law.

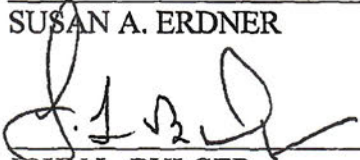
The word "party" shall be construed as if it read "parties" whenever the sense of this indenture so requires.

IN WITNESS WHEREOF, the party of the first part has duly executed this deed the day and year first above written.

IN PRESENCE OF:



SUSAN A. ERDNER



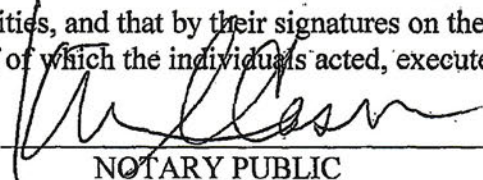
JOHN L. BULGER

STATE OF NEW YORK)

ss:

COUNTY OF JEFFERSON)

On the 11th day of June, 2018, before me, the undersigned, a notary public in and for said state, personally appeared SUSAN A. ERDNER and JOHN L. ~~BULGER~~  BULGER, personally known to me or proved to me on the basis of satisfactory evidence to be the individuals whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their capacities, and that by their signatures on the instrument, the individuals or the person upon behalf of which the individuals acted, executed the instrument.



NOTARY PUBLIC

KIM L. CASERO
Notary Public - Jefferson County, NY
Registration No. 01CA6072739
My Commission Expires 04/15/2022



City of Watertown GIS
City of Watertown
Assessment Department

For Tax Purposes Only
Not to be Used for Conveyance

Parcel	Date
11-03-212-000	05/04/2019
11-03-212-001	05/04/2019

Property Line
Assessed Property Line
City Boundary
School District Boundary

Coordinates
123
Assessment ID
1234567
Assessed
Assessed
Assessed

1 inch = 50 feet*

0 50 100 200 Feet

City of Watertown
Jefferson County, NY

Section 11 Block 08

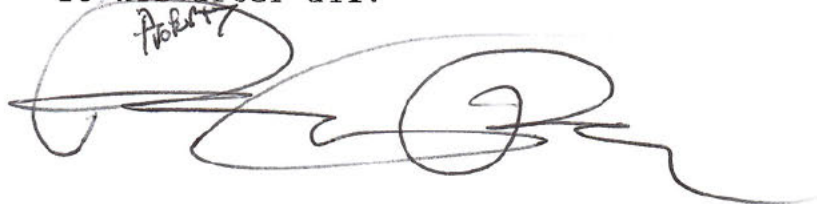
Tax Map

Printed Date: 05/02/2024

Patrick Bigelow
313 Winglow St.
Watertown, NY 13601
[REDACTED]

Hello

My name is Patrick Bigelow and along with my Wife Own and live at the above address. Matt's boundry contacts ours in two sides My wife and I have No issues with his plan for a shed it his after all.

Patrick


Patrick Bigelow



City of Watertown Zoning Compliance Certificate APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Application #: 2026-042

Received: PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

JUL 02 2026

RECEIVED
CITY OF WATERTOWN, NY

Please Note: Staff will make every effort to process this application in a timely manner. However, some applications may require significant site related and zoning ordinance research. Please allow up to seven (7) business days for review and processing.

PROPERTY INFORMATION (for lookup assistance, visit: <https://www.watertown-ny.gov/imo/search.aspx>):

PROPERTY ADDRESS: 521 Hamlin St Watertown NY 13601
TAX PARCEL NUMBER: 22180 11-08-215.000 ZONING DISTRICT: Residential

APPLICANT INFORMATION:

APPLICANT NAME: Matthew A Resch
APPLICANT MAILING ADDRESS: 521 Hamlin St Watertown NY 13601

PHONE NUMBER: [REDACTED] E-MAIL: [REDACTED]

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: Matthew Cleaver
PROPERTY OWNER MAILING ADDRESS (if different from subject parcel):

PHONE NUMBER: [REDACTED] E-MAIL: [REDACTED]

PROPOSED USE INFORMATION:

Please check the box that most accurately describes the proposal:

- | | | |
|--|--|-------------------------------------|
| ☒ New Building | ☐ Addition | ☐ Alteration |
| ☐ Parking Lot | ☐ New Use or Occupant | ☐ Other |

Proposed Use (describe fully):

12' x 30' Gambrel Storage shed

PROPOSED DIMENSIONS (if built footprint will not change, list existing dimensions):

PARCEL FRONTAGE (FT.): 60 PARCEL AREA (SQ. FT.): 132 BUILDING DIMENSIONS: 35 FT. X 42 FT. = TOTAL (SQ. FT.) 2940

NUMBER OF STORIES: 2 BUILDING HEIGHT (FT.): 34 SETBACKS (FT.) - FRONT: _____ REAR: 5'_{cm} LEFT: 4'_{cm} RIGHT: 5'_{cm}

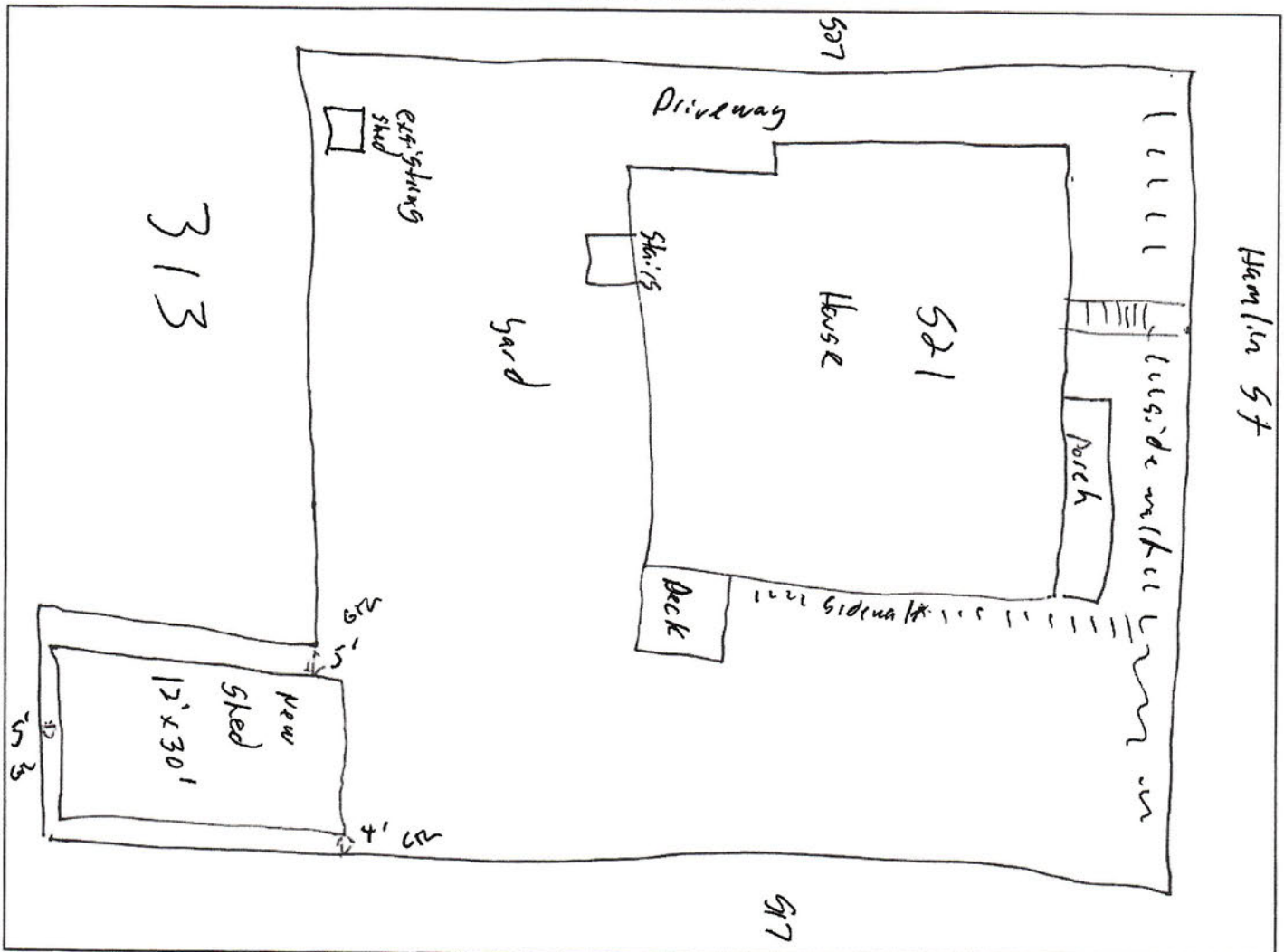
PARKING:

EXISTING NUMBER OF SPACES: 1 PROPOSED NUMBER OF SPACES: N/A

☒ Asphalt ☐ Concrete ☐ Gravel ☐ Other _____

SQ. FT OF NEW IMPERVIOUS SURFACE _____

Application must include a proposed site diagram (to scale) that includes measurements (in feet) for all building edges and all setbacks. Surveys and site plans are acceptable as well. Please attach them to this form or use the space below to provide a plan view (aerial view) sketch that includes all measurements and dimensions. Please see attached example for guidance.



Applicant Signature: [Signature] Date: 06-07-26

Property Owner Signature (if different) [Signature] Date: 06/08/26



City of Watertown Zoning Compliance Certificate

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7740 Email: planning@watertown-ny.gov

Accela Application #:

Received:

For Planning and Community Development Department Use Only:

PROPERTY ADDRESS: 521 Hamlin Street

TAX PARCEL NUMBER: 11-08-215.000

ZONING DISTRICT: Residential

PROPOSED USE: Accessory Structure (storage shed in rear yard)

In accordance with the Zoning Ordinance of the City of Watertown, New York, the proposed use is:

☐ CONFORMING ☒ NONCONFORMING

Please Note: If this review determines the proposal to be nonconforming, the applicant has the right to seek a Variance from the Zoning Board of Appeals (ZBA) granting relief from the Zoning Ordinance. The ZBA is an independent board and all Variance applications carry a burden of proof on the part of the applicant. Submitting an application does not guarantee that the ZBA will grant a Variance.

This certificate alone does not constitute permission to undertake construction, nor does it take the place of any and all other potential required permits. The proposed action would require, minimally, approval for each of the following:

- | | | |
|---|---|---|
| ☐ None | ☒ Building Permit | ☐ Demolition Permit |
| ☐ Use Variance | ☒ Area Variance | ☐ Special Use Permit |
| ☐ Site Plan Review | ☐ Waiver of Site Plan Approval | ☐ Other |

Notes:

Constructing a detached structure requires a Building Permit from the City Code Enforcement Bureau. While the proposed shed would comply with the accessory structure footprint and lot coverage maximums of the Residential District, it would be impossible for a 12' wide shed to meet the minimum 5' setback in a section of the parcel that is only 21' wide. The proposed location could therefore be legal only with the relief of an Area Variance granted by the Zoning Board of Appeals.

Application / Permit #: 2026-041

Reviewed by: Geoffrey Urda, Senior Planner

Signature:

~~Approved~~/Denied by:

Date: 7/9/2026