CITY OF WATERTOWN, NEW YORK

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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MICHAEL A. LUMBIS
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DEVELOPMENT DIRECTOR

November 24, 2026

To: Planning Commission Members

From: Michael A. Lumbis, Planning and Community Development Director

Subject: December 1, 2026, Planning Commission Meeting

The Chair of the Planning Commission has called a meeting of the Planning Commission for Tuesday, December 1, 2026, at 5:15 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 October 6, 2026, Planning Commission meeting.

2. ***Special Use Permit Amendment** – Request submitted by Kayla Schulz on behalf of State CS Employees Federal Credit Union to amend a previously approved Special Use Permit to allow an Office Use in a Neighborhood Mixed Use District at **1655 State Street**, Parcel Number 5-15-101.100. A public hearing has been scheduled for 5:20 p.m.

3. **Special Use Permit** – Request submitted by Aaron Look of Expert Properties, LLC to allow an Auto Repair Use in a Neighborhood Mixed Use District at **1543 State Street**, Parcel Number 5-14-103.000. A public hearing has been scheduled for 5:20 p.m.

4. **Special Use Permit** – Request submitted by Lorie LeFevre of First Choice Real Estate, LLC to Allow an Office Use in a Neighborhood Mixed Use District at **527 Coffeen Street**, Parcel Number 7-09-104.000. A public hearing has been scheduled for 5:20 p.m.

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.

Note: 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