



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Subdivision Approval – 118 Court Street

DATE: April 30, 2015

Request: Subdivision Final Plat Approval for a two-lot subdivision of 118 Court Street, Parcel Number 7-01-122

Applicant: Gerald A. Kostyk on behalf of Neighbors of Watertown

Proposed Use: N/A

Property Owner: Neighbors of Watertown

Comments: This proposal is being submitted for Planning Board review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Board has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required and a notice has been published for it to be held at 3:05 p.m. during the Planning Board meeting. After the public hearing and completion of Part II of the Environmental Assessment Form, the Planning Board will be free to make a decision on the proposal.

The applicant wishes to divide the lot at 118 Court Street, Parcel Number 7-01-122, separating a 305 square foot section from the rear of the parcel. The applicant is proposing to assemble the separated section with Neighbors of Watertown's existing property at 122-130 Rear Court Street, Parcel Number 7-01-123.

Metes and bounds descriptions are included for both the section proposed to be separated, identified on the map as Parcel "B," and the remaining section of 118 Court Street, identified as Parcel "A." In addition, a metes and bounds description is included for the assembled parcel that the applicant wishes to create, identified on the map as Composite Parcel.

All of the parcels involved are in the Downtown Zoning District. There is no minimum lot size in the Downtown District. The Downtown District also allows for maximum lot area coverage of 100% and does not require any setbacks on the front, rear or side of any building. Thus, all parcels involved will remain conformant to regulations if the proposed subdivision is approved. However, Parcel B should be combined with Parcel Number 7-01-123 as proposed to avoid having a landlocked parcel.

Prior to approval, the Planning Board must complete Part 2 of the Environmental Assessment Form and make a determination of significance relative to SEQR. As you will note, question 12a was checked yes indicating that the project site contains a structure that is listed on either the State or National Register of Historic Places. The

properties involved are in the Public Square Historic District. The Planning Board has to determine whether or not it should get input from the State Historic Preservation Office and whether this particular action (the subdivision of the land) will have an impact on the historic resource.

After approval, the applicant must submit two (2) reproducible Mylars and two (2) paper copies of the plat for signature by the clerk of the Planning Board. One of the Mylar copies and the two paper copies will be returned, and must be filed in the County Clerk's Office within 62 days of signing.

Summary: The following should be included as contingencies with the motion for approval:

1. The applicant shall combine the 305 square foot rear section (Parcel B) of the subdivided parcel with 122-130 Rear Court Street, Parcel Number 7-01-123, owned by Neighbors of Watertown, by way of a new metes and bounds description that is filed with the County Clerk.

cc: Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Gerald A. Kostyk, Bernier, Carr & Associates, 327 Mullin Street, Watertown, NY 13601
Neighbors of Watertown, 112 Franklin Street, Watertown, NY 13601