



# 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:** Request for Subdivision Approval – 623 Mill Street

**DATE:** July 29, 2014

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**Request:** Two-lot subdivision approval for 623 Mill Street, parcel 2-05-115

**Applicant:** Michael Battista, PLS

**Proposed Use:** House and monument retailer

**Property Owner:** Thelma Koelmel

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**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 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 623 Mill Street so that the rear section can be consolidated with 619 Mill Street, where a stone monument retailer operates.

As depicted the garage to the rear of 623 Mill Street does not have a five foot setback from the side lot line. The boundary should be adjusted to provide at least 5.0' of separation along the south side of the garage (currently 3.3').

### Summary:

1. The applicant shall adjust the proposed plat so that the garage at the rear of 623 Mill Street is set back from the new property line by a minimum of 5' along its south face.
2. After approval, the applicant shall combine proposed "Lot 3" with parcel 2-05-116 by filing a deed with county clerk describing them as a single parcel.

**cc:** Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Michael Battista, PO Box 348, Brownville NY 13615