



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 – 217-219 South Meadow Street

DATE: February 1, 2012

Request: Subdivision Approval of Parcel Number 10-04-110 located at 217-219 South Meadow Street

Applicant: City of Watertown

Proposed Use: Housing and Recreation

Property Owner: David and Cheryl Ditch

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 4:10 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 City has been working with Mr. and Mrs. Ditch, the owners of the above referenced lot, on a proposed land exchange involving various parcels located on South Meadow Street. The various parcels are identified by owner on Attachment A. The proposed subdivision involves a vacant lot located at 217-219 South Meadow Street, Parcel Number 10-04-110. This parcel will be subdivided into two parcels. "Parcel A" is an 18' strip of the parcel, located along the south side of the existing house. Parcel A will be combined with the house lot, Parcel Number 10-04-111 and an existing vacant lot owned by the City, Parcel Number 10-04-112. The vacant City parcel, located to the north of the house, will be conveyed to Mr. and Mrs. Ditch and after all three are combined, it will create one lot upon which the house will sit. "Parcel B" is 34' wide and is the remaining portion of the subject parcel. Parcel B will be conveyed by Mr. and Mrs. Ditch to the City and will be combined with the City's Taylor Playground property, Parcel Number 10-04-127.002.

The subdivision and proposed parcel combinations will allow sufficient width for the City to construct a future parking area and widened entrance drive to the playground as shown on Attachment B. It will also allow the Ditch's to rectify an encroachment issue between the house parcel and the City's vacant parcel located to the north of the house.

The first full size map that is attached is an overall survey of the two vacant parcels and the house parcel. The entire playground parcel was not surveyed and is not shown. The parcel to be subdivided is highlighted in blue.

The second full size map is the actual subdivision plat. It shows the proposed subdivision line along with the bearings and distances for the re-described parcels. The resulting parcels are shown highlighted in orange.

As is noted above, each portion of the subdivided parcel will be combined with another parcel(s) to create two parcels in the end. The suggested descriptions for the two resulting parcels have been reviewed and are in order. The Planning Board should make the approval conditioned upon the two owners (the City and Mr. and Mrs. Ditch) combining the parcels by way of a new description filed with the County Clerk.

After approval, the City will have our surveyor submit two (2) reproducible mylars of the plat for signature by the clerk of the Planning Board. One of the mylar copies will 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. Parcel A, a 0.068-acre subdivided portion of parcel number 10-04-110 must be combined with 211-213 South Meadow Street, Parcel Number 10-04-111 and 207 South Meadow Street, Parcel Number 10-04-112 by way of a new description filed with the County Clerk.
2. Parcel B, a 0.129-acre subdivided portion of parcel number 10-04-110 must be combined with the City Playground property, parcel number 10-04-127.002 by way of a new description filed with the County Clerk.

cc: Planning Board Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Thomas M. Storino, PLS, Storino Geomatics