



# 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 – 431 Barben Ave  
DATE: February 18, 2014

**Request:** Two-lot subdivision approval for 431 Barben Ave, 14-35-101.300

**Applicant:** Lucy Majo

**Proposed Use:** Residence

**Property Owner:** Paul K/Lucy A Majo Living Trust

**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 create split the existing lot and create two parcels with frontage on Barben Ave, one with 75 feet and one with 83 feet. The proposed lots meet the minimum dimensions set out in the ordinance. Barben Ave has both sewer and water service running near its southern margin.

cc: Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Lucy Majo, 1311 Loomus Drive