



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 – JCC Residence Hall

DATE: April 22, 2013

Request: Subdivision Approval of Parcels 8-34-112, 8-34-111, 8-34-110, 8-34-209, 8-34-227, 8-34-228, 8-34-302, 8-34-301, 8-36-101, 8-35-101, the portion of unaccepted Hycliff Drive North northerly of Clover Street, and the portion of unaccepted Kendall Avenue North northerly of Clover Street.

Applicant: JCC Faculty-Student Association

Proposed Use: Residence hall

Property Owner: Jefferson County

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 needs to divide the parcels listed above in order to create “Lot 2”, which will be conveyed to the Faculty-Student Association to be the site of a residence hall for 290 students. The County owns all subject lots, with the exception of the two paper streets which have unclear ownership. The County has requested a Quit Claim Deed from the City for these paper streets, to be discussed at the May 6, 2013 Council meeting.

After filing the signed plat with the County Clerk, the applicant must then combine the constituent parcels of Lot 1 and Lot 2 by filing a deed which describes all the enclosed lands “as a single parcel”.

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

Summary:

1. After filing the subdivision plat, the applicant shall combine the constituent parcels of Lot 1 and Lot 2 by filing a deed with the County Clerk describing the enclosed lands of each as a “single parcel”.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Gerry Kostyk, 327 Mullin St