



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 – Northgate Apartments

DATE: April 23, 2013

Request: Subdivision Approval of Parcel Number 1-08-101, Known as 983 Leray Street

Applicant: Carole A. Foster

Proposed Use: Multi-family residential (existing)

Property Owner: Carole A. Foster and Northgate Properties NY LLC

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 proposes to divide parcel 1-08-101, which is located in both the City and in the Town of Pamela. A 0.57 acre portion of the lot with 120.56 feet of frontage on Leray Street would be divided off and then assembled with the neighboring lot, 1-07-103. The remainder of 1-08-101 would constitute 4.44 acres, plus additional lands outside the City Boundary.

An existing apartment complex is currently split between parcels 1-08-101 and 1-07-103. This division would remedy that problem and allow for the conveyance of the complex.

The provided plat has an incorrect scale notation. The applicant must correct this on the mylar version.

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. The applicant shall correct the scale and scale notation prior to approval.
2. The applicant shall combine the divided parcel with lot 1-07-103 by filing a deed with the County Clerk.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Charles Patterson, 220 Sterling Street