



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

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TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Request for Subdivision Approval – 1290 Arsenal Street

DATE: July 29, 2010

Request: For Subdivision Approval of Parcel Numbers 8-53-103.100 and 8-53-106.100, located at 1290 Arsenal Street.

Applicant: Ryan Churchhill of GYMO, P.C. on behalf of Patrick Donegan of Vision Development, Inc.

Proposed Use: Hotel.

Property Owner: Vision Development, Inc.

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 1:40 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 is proposing to subdivide Parcel Numbers 8-53-103.100 and 8-53-106.100, located at 1290 Arsenal Street into three lots. The main lot will be 4.253 acres and will be the parcel upon which the Hilton Garden Inn Hotel will be constructed. The other two lots will be the remaining portions of Parcel Numbers 8-53-103.100 and 8-53-106.100. The remaining parcels are large enough to be stand alone parcels and therefore do not need to be combined with other lots on the site as is typically required by the Planning Board.

The subdivision plat contains extraneous information that makes the drawing difficult to read. Prior to the applicant submitting the final subdivision plat to the City for signature, the utility information, fence lines, buildings and stormwater detention ponds, etc. should be remove from the plat. The western edge of parcel 8-53-103.100 (the old City boundary) is shown extending into parcel 8-53-110

(the Holiday Inn parcel) and should be corrected. Additionally, the existing and proposed property lines should be more clearly differentiated. The broken line for the existing parcels in the southwest corner of the development gives a misleading representation of the location of Arsenal Street in relation to Parcel No. 8-53-103.100.

After approval, the applicant must submit two (2) reproducible mylars of the plat for signature of the clerk of the Planning Board. One of the mylar copies is to be filed in the County Clerk's Office within 62 days of signing. Also, the words "**Subdivision Final Plat**" should be added as the title of the drawing.

Summary: The following should be included as contingencies with the motion for approval:

1. Prior to the applicant submitting the final subdivision plat to the City for signature, the utility information, fence lines, buildings and stormwater detention ponds, etc. should be remove from the plat.
2. The western edge of parcel 8-53-103.100 is shown extending into parcel 8-53-110 and should be corrected.
3. The existing and proposed property lines should be more clearly differentiated.

cc: Planning Board Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Ryan Churchill, GYMO, P.C.



**PUBLIC HEARING
CITY OF WATERTOWN PLANNING BOARD
WATERTOWN, NEW YORK
Tuesday, August 3, 2010**

Notice is hereby given that under the provisions of Section 32 of the General City Law, a public hearing will be held by the Planning Board of the City of Watertown, New York on the Final Plat for a three-lot subdivision of Parcel Numbers 8-53-103.100 and 8-53-106.100, located at 1290 Arsenal Street in the City of Watertown.

The Planning Board will convene the Public Hearing at 1:40 p.m. on Tuesday, August 3, 2010 in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington Street, Watertown, New York. All those interested may appear and be heard on this subject.

Copies of the proposal are available for public inspection and copying at the Office of the City Engineer, Room 305, Watertown City Hall, during regular business hours.

Date: July 29, 2010

Kenneth A. Mix
Planning & Community
Development Coordinator