



# 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 – 1130 Superior Street

DATE: October 29, 2012

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**Request:** Subdivision Approval of Parcel Number 1-23-101.020, 1130 Superior Street

**Applicant:** Lynn Morgan, Thousand Islands Area Habitat for Humanity

**Proposed Use:** Residential

**Property Owner:** Thousand Islands Area Habitat for Humanity

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**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.

Habitat for Humanity apparently sold 1136 Superior Street with the house partially on the adjacent lot. To rectify this, a portion of Parcel 1-23-101.020 will be split off and become part of 1136 Superior Street. The remainder of the split parcel will be combined with 1-21-111 and developed for residential use. This lot will have split zoning and may need to be changed prior to development, depending on the location of the proposed house. The applicant should be aware that buildings must be separated by 20' within residential PDDs, and may not be located within 25' of the PDD boundary.

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 label for "Parcel 2" shall be adjusted to reflect that "Parcel 3" is not included within, presuming that this is indeed an error.
2. After final approval and signing of this plat, the applicant shall file deeds with the County Clerk that combine each constituent piece of parcel 1-23-101.020 with its appropriate neighboring parcel.

cc: Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Lynn Morgan, TIAHFH