



CITY OF WATERTOWN, NEW YORK

CITY PLANNING COMMISSION

ROOM 305, WATERTOWN CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

(315) 785-7741

MEETING: March 5, 2024

PRESENT:

Larry Coburn, Chairperson

Michelle Capone

T.J. Babcock

Maryellen Blevins

Peter Monaco

Lynn Godek

Linda Fields

ALSO:

Michael A. Lumbis, Planning and Community
Development Director

Geoffrey Urda, Planner

Sharlice Bonello, Planner

Meredith Griffin, Civil Engineer II

Planning Commission Chairperson Larry Coburn called the March 5, 2024, Planning Commission meeting to order at 6:01 p.m. Mr. Coburn then asked for a motion regarding the minutes from the February 6, 2024, meeting. Linda Fields made a motion to accept the minutes as written, T.J. Babcock seconded the motion, and all voted in favor.

SUBDIVISION FINAL PLAT APPROVAL– 155 CLINTON STREET PARCEL NUMBER 10-07-109.100

The Planning Commission then considered a request for Subdivision Final Plat Approval submitted by Zachary P. Scordo of GYMO D.P.C. on behalf of Clinton Center Development, for a two-lot subdivision of 155 Clinton Street, Parcel Number 10-07-109.100.

Austin Key of GYMO D.P.C., approached the stand and stated that he would be representing the proposed subdivision. Mr. Key pointed out the Watertown Saving Bank parcel which includes their existing building and the newly constructed addition at 111 Clinton Street and the Clinton Center Development parcel which is owned by Mike Lundy at 155 Clinton Street. Mr. Key then pointed to the .140-acre parcel that the Watertown Savings Bank is planning to acquire, along with the subdivided 0.020-acre parcel from 155 Clinton Street to conform to the City's driveway requirements of 24 feet wide. Mr. Key noted that a suggested legal description combining the subdivided 0.020-acre parcel and the 0.140 parcel located at 153 Clinton Street has been provided to assemble the parcels, at which point those parcels can then be combined with 111 Clinton Street to create a single parcel containing all the Watertown Savings Bank property. Mr. Key also provided a suggested legal description combining all three parcels into a single parcel and a separate description of the remaining parcel at 155 Clinton Street.

Michelle Capone asked if there was an access easement for the shared driveway. Mr. Key replied in the affirmative.

Meredith Griffin stated that she wanted everyone to know that there is a water line going through the parcels near this subdivision. Mr. Key replied that all the construction for the Watertown Saving Bank is complete and noted that a previous site plan reviewed the water main line. Mr. Key also noted that this application only relates to the property transactions. Ms. Griffin asked for verification that nothing would interfere with the area surrounding the water main line and Mr. Key said yes.

Mr. Coburn then asked if the small rectangular piece shown on the map was 153 Clinton Street and Mr. Key replied in the affirmative. Ms. Capone then asked if the City maintains the existing water line easement that runs through the shared driveway. Mr. Key replied in the affirmative and noted that the existing easement will stay in effect after the subdivision is complete.

Mr. Coburn then read the public hearing notice aloud and opened the public hearing at 6:05 p.m. Hearing no one speak, Mr. Coburn closed the public hearing at 6:06 p.m.

Ms. Fields asked if Question 3 on the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) had been corrected from 2.68 acres to 2.543 acres. Mr. Key replied that he was not aware of the editing needed. Sharlice Bonello stated that the required edit appeared in the Staff Memo under the SEQR section and Geoffrey Urda stated that Mr. Key could make the edit on the original SEQR form that was at the meeting. Mr. Key then made the edit to the SEQR form.

Mr. Coburn asked if the water main line needed further discussion. Mr. Urda stated as long as the combined deed that the applicant files for the three assembled parcels still records the easement, then it will go with the conveyance.

Maryellen Blevins then referred to question 20 on the Short EAF and asked for clarification regarding whether the site adjoins property has been subject to remediation for hazardous waste. Mr. Key replied that this application was to just adjust the property lines and no physical actions are involved with the subdivision.

Hearing no further discussion, Mr. Coburn directed the Planning Commission to Part 2 of the Short EAF, reading each question aloud and answering all of them in the negative. Ms. Capone then made a motion to issue a Negative Declaration for the proposed subdivision pursuant to the requirements of SEQR. Mr. Babcock seconded the motion, all voted in favor.

Hearing no further discussion, Ms. Godek made a motion to grant Subdivision Final Plat Approval, for the request submitted by Zachary P. Scordo of GYMO D.P.C on behalf of Clinton Center Development for a two-lot subdivision at 155 Clinton Street, Parcel Number 10-07-109.100, contingent upon the following requirement:

1. The applicant shall assemble the 0.020-acre eastern subdivided parcel with Parcel Number 10-07-109.200 located at 153 Cliton Street, and Parcel Number 10-07-112.100 located at 111 Clinton Street into one single parcel, by way of a new metes and bounds description that is filed with the County Clerk.

Ms. Fields seconded the motion, all voted in favor.

**ZONING DESIGNATION – 414 LINCOLN STREET
PARCEL NUMBER 4-04-221.100**

The Planning Commission then considered a request for a Zoning Designation submitted by the City of Watertown to designate the approved zoning classification of an approximately 0.198-acre western section of 414 Lincoln Street, Parcel Number 4-04-221-100, as Residential.

Mr. Urda began by saying that this was a City-initiated request. He said that when the City adopted its new Zoning Ordinance in February 2023, the Zoning map created at that time designated a zoning district for every parcel that existed. He then said that when the City subsequently filed its final assessment roll, it resulted in a parcel entering existence on April 1, 2023 without having a zoning designation.

Mr. Urda pointed out that the hatched piece of land on the map (and subject of this request) was formerly a paper street that the City sold to the neighboring property owner. The timing of that sale and the creation of the parcel in GIS and on the assessment roll occurred after the new Zoning map was adopted. Mr. Urda said the hatched parcel is now part of the adjacent property resulting in split zoned land between residential and un-zoned and the city is requesting that the un-zoned land be zoned residential to create uniform zoning on the parcel.

Hearing no further discussion, Ms. Fields made a motion to recommending that the City Council designate the approved zoning classification of an approximately 0.198-acre western section of 414 Lincoln Street, Parcel Number 4-04-221.100, as Residential.

Ms. Godek seconded the motion, all voted in favor.

Mr. Urda noted that the application would be considered by the City Council and they will set a public hearing for their April 1, 2024 meeting following which the Council would be free to vote on the zoning designation.

OTHER BUISNESS

Mr. Lumbis noted that in the very near future, applications submitted to the Planning Commission will be through an online system, meaning that there will no longer be paper packets sent out to the Planning Commission members, but instead a digital version of the applications. Ms. Capone asked if there was a portal for the Planning Commission to log into to see the applications. Mr. Lumbis replied that the applications would be sent as a PDF. Ms. Capone noted that if the application materials are sent out through email, the PDF will need to be compressed due to the file size potentially being too big. Mr. Lumbis stated that he would reach out to the IT Department to discuss this concern.

The Planning Commission members requested that a paper copy of a large map and a single application be provided for each meeting for the Planning Commission members to use as reference before and during the meetings. Mr. Lumbis replied that the Planning Department could provide that.

Additionally, Ms. Fields noted that she is concerned about the lack of continuing education opportunities and suggested that the Planning Department provide training courses that would be

held after short meetings that could potentially count as their training credits. Mr. Babcock requested that they be during the winter months. Ms. Capone requested that the training not go past 7 p.m. or to hold them before the meetings.

At 6:20 p.m., Mr. Babcock moved to adjourn the meeting. Ms. Blevins seconded the motion, and all voted in favor.

Respectfully submitted,

Sharlice Bonello
Planner