



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Commission Members

FROM: Michael A. Lumbis, Planning and Community Development Director

PRIMARY REVIEWER: Geoffrey Urda, Senior Planner

SUBJECT: Subdivision Final Plat Approval – 162 Boon Street

DATE: August 27, 2026

Request: Subdivision Final Plat Approval for a two-lot subdivision of **162 Boon Street**, Parcel Number 8-01-110.000

Applicant: Scott Kolb, PLS, on behalf of David and Mary Gebo

Proposed Use: Residential

Property Owner: Mary C. Gebo

Overview: This proposal is being submitted for Planning Commission review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Commission 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 a notice has been published for it to be held at 5:20 p.m. during the Planning Commission meeting. After the public hearing and completion of Part 2 of the Short Environmental Assessment Form, the Planning Commission will be free to make a decision on the proposal.

The applicant proposes to divide the approximately 0.161-acre lot at 162 Boon Street, Parcel Number 8-01-110.000 into two parcels, a 0.015-acre eastern section that the applicant proposes to assemble with the adjacent parcel at 716 Eddy Street, and a 0.146-acre western section that would retain the 162 Boon Street address.

Required Descriptions: The applicant has provided a suggested description for the eastern section to be conveyed to 716 Eddy Street (Parcel B) but has not submitted a suggested description for the western section to retain the 162 Boon Street address (Parcel A).

Additionally, the applicant has not submitted a description of the proposed assemblage of Parcel B with 716 Eddy Street (Parcel Number 8-01-108.000). The Subdivision Application requires that the descriptions should reflect the new parcels that will *immediately* result from the proposed subdivision, not the future parcels that would result from a proposed subsequent assemblage. The applicant has fulfilled this requirement with the Parcel B description,

However, the application instructions also state:

“If the applicant proposes subsequent assemblages, the application should include those descriptions as well.”

While not a strict requirement of the application, the applicant will need to prepare a combined description of Parcel B to file a new deed with the Jefferson County Clerk as required by Summary Item #6. The applicant should submit this description to the City so that Staff can maintain a complete application file for posterity.

Required Drawings: The applicant has submitted a Subdivision Final Plat drawing for signature by the Clerk of the Planning Commission.

Zoning – Area and Yard Regulations: The subject parcel (western section) will continue to meet all dimensional regulations of the Residential (R) District. Regarding the proposed conveyance of the eastern section, the receiving parcel at 716 Eddy Street is currently 124.38 feet wide. The R District allows a maximum lot width of 100 feet. The proposed assemblage would create a 133.88-foot-wide parcel. The Zoning Board of Appeals granted an Area Variance at its August 19, 2026, meeting allowing the excess lot width.

SEQR: Prior to approval, the Planning Commission must consider Part 2 of the Short Environmental Assessment Form (EAF) and make a determination of significance relative to SEQRA.

The applicant has also submitted an incomplete State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). Only the auto-filled answers from the SEQR online mapper are filled in. The remaining questions are unanswered and the EAF is not signed. The applicant must submit a completed Part 1 in advance of the Planning Commission meeting in order for the Commission to consider Part 2 of the Short EAF.

Miscellaneous: The applicant has provided a Request for Real Property Tax Law 932 Split form in order to prevent the issuance of a tax certificate on a parcel that no longer exists. However, the property owners have not signed the form. The property owners must sign the Request for Real Property Tax Law 932 Split form.

After approval, the applicant must submit one (1) reproducible Mylar print and one (1) paper copy of the final plat for signature by the clerk of the Planning Commission. The paper copy will be returned and must be filed in the County Clerk’s Office within 62 days of signing.

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

1. The applicant shall submit one (1) reproducible Mylar print and one (1) paper copy of the final plat for signature by the clerk of the Planning Commission, and upon return of the paper copy after signature, must file it in the County Clerk’s Office within 62 days of signing.
2. The applicant must submit a completed and signed SEQR Short EAF in advance of the Planning Commission meeting.
3. The applicant must submit a Request for Real Property Tax Law 932 Split form signed by the property owners to prevent the issuance of a tax certificate on a parcel that no longer exists.
4. The applicant shall provide a suggested description of the remaining 0.146-acre western section that would retain the 162 Boon Street address.
5. The applicant shall provide a metes and bounds description of the proposed assemblage of Parcel B with 716 Eddy Street (Parcel Number 8-01-108.000).

6. The applicant shall assemble the 0.015-acre eastern section (Parcel B) with 716 Eddy Street, Parcel Number 8-01-108.000, by way of a new metes and bounds description that is filed with the Jefferson County Clerk.

cc: Thomas Compo, City Engineer
Scott Kolb, PLS



Scott W. Kolb

PROFESSIONAL LAND SURVEYOR

Watertown, NY 13601

July 29, 2026

PLANNING BOARD OF THE CITY OF WATERTOWN

City Planning Department
245 Washington Street
Watertown, NY 13601

Re: Gebo Subdivision

To whom it may concern:

I represent the interest of David and Mary C. Gebo the owner of 162 Boon Street located on the easterly side thereof and the northerly side of Eddy Street and being designated as Parcel Number 8-01-110.00. It is their intention of the Gebo's to subdivide a 9.50 foot strip located along their easterly property line and on the westerly side thereof and combine it with another parcel of land owned by them (their primary residence) on Eddy Street. The property line in now located easterly of an existing concrete retaining wall and movement of the existing property line 9.50 feet to the west aligns the new property line along the existing concrete wall and thus establishing a natural barrier between the parcels. The original parcel and the newly created 9.5 foot wide parcel are shown on a survey plat and designated as Parcels A and B. I have attached all necessary information for the subdivision including my proposed descriptions for the newly created parcel.

If you have any questions concerning this application, please feel free to contact me at any time. Thank you for your time and consideration on this matter.

Respectfully submitted

Scott W. Kolb, PLS #50541
Licensed Land Surveyor

SCOTT W. KOLB
PROFESSIONAL LAND SURVEYOR
[REDACTED]
WATERTOWN, NY 13601
[REDACTED]
[REDACTED]

November 20, 2018

SURVEY BILL - Parcel B

File No: 10-073

Parcel to be combined with 716 Eddy Street (Parcel Number 8-01-108.000)

ALL THAT TRACT OR PARCEL OF LAND being part of 162 Boon Street and situate on the northerly side of Eddy Street in the City of Watertown, County of Jefferson, State of New York, being designated as part of Parcel Number 8-01-110.00 on the City of Watertown Assessment Maps and being further described as follows:

BEGINNING at a ½ inch iron pipe found in the northerly street margin of Eddy Street at the intersection of the southeasterly corner of the parcel of land herein described and the southwesterly corner of a 0.527 acre parcel of land that was conveyed to David A. and Mary C. Gebo by deed dated May 9, 1988 (Liber 1122, Page 50); said point of beginning further being situate South 81 degrees 46 minutes East, along the northerly street margin of Eddy Street, a distance of 100.00 feet from the intersection of the northerly street margin thereof and the easterly street margin of Boon Street;

THENCE from said point of beginning, North 81 degrees 46 minutes West, along the northerly street margin of Eddy Street, a distance of 9.50 feet to a ½ inch iron pipe set;

THENCE North 11 degrees 23 minutes 28 seconds East a distance of 70.33 feet to a ½ inch iron pipe set in the southerly line of a 0.270 acre parcel of land that was conveyed to Josephine L. Doldo by deed dated July 27, 1990 (Liber 1230, Page 99);

THENCE South 81 degrees 42 minutes 30 seconds East, along the southerly line of Doldo, a distance of 9.50 feet to a ½ inch iron pipe found at the southeasterly corner of Doldo and in the westerly line of the above referenced Gebo parcel of land;

THENCE South 11 degrees 23 minutes 30 seconds West, along the westerly line of Gebo, a distance of 70.32 feet to the point of beginning.

CONTAINING 0.015 acres of land more or less.

SUBJECT TO all rights or restrictions of record that an updated Abstract of Title might disclose.

AS SURVEYED BY Scott W. Kolb, Licensed Land Surveyor, on August 28, 2018 and being designated as Parcel B on a survey plat titled, "Subdivision Final Plat – 162 Boon Street"

dated November 22, 2010 and last revised on September 20, 2018.

ALL BEARINGS referenced to the bearing recited along the westerly line in the deed for the 0.527 acre Gebo parcel of land.

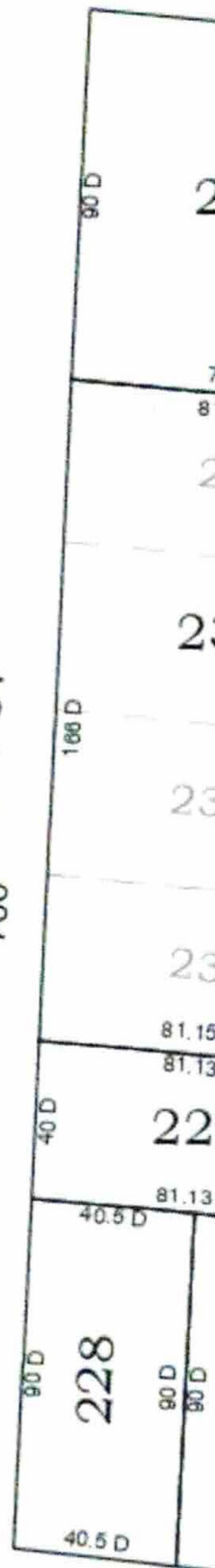
BEING A PORTION OF 0.161 acre parcel of land that was conveyed by Angeline A. Sparacino by her Attorney's in fact, Mary C. Gebo, Vincent G. Sparacino and Benjamin J. Sparacino, to David and Mary C. Gebo by deed dated March 17, 2016 and recorded in the Jefferson County Clerk's Office on April 7, 2016 as Instrument Number 2016-4533.

Scott W. Kolb, L.S. #50541
Licensed Land Surveyor

BREEN AVE



700 EDDY ST



Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:			State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)				
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):				
☐ Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☒	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana Bat, Northern Long-...	NO ☐	YES ☒
16. Is the project site located in the 100-year or 500-year flood plain?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO ☐ ☐ ☐	YES ☐ ☐ ☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO ☐	YES ☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO ☐	YES ☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO ☐	YES ☒
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO ☐ ☐	YES ☒ ☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

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Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources to confirm data provided by the Mapper or to obtain data not provided by the Mapper.

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Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Northern Long-eared Bat
Part 1 / Question 16 [100 or 500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	Yes
Part 1 / Question 21 [Disadvantaged Community]	Yes