



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
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TO: Planning Board Members

FROM: Jennifer L. Voss, Senior Planner

SUBJECT: Subdivision Final Plat Approval – 101 Pawling Street

DATE: January 3, 2019

Request: Subdivision Final Plat Approval for a two-lot subdivision of 101 Pawling Street, Parcel Number 13-02-116.000

Applicant: Stephen J. Gracey, PLS on behalf of Richard and Darlene Goforth

Proposed Use: Residential

Property Owner: Richard C. Goforth, Sr.

Overview: 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 a 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 the 0.13-acre lot at 101 Pawling Street, Parcel Number 13-02-116.000, into two parcels, a 0.08-acre northwestern section and a 0.05-acre southeastern section. The applicant proposes to assemble the former section with the adjacent parcel at 337 Thompson Blvd and the latter section with the adjacent parcel at 343 Thompson Blvd.

Setbacks: The proposed subsequent assemblage would bring a rear garage on the property at 337 Thompson Blvd into conformity, as it is presently set back only one foot from the side property line with the subject parcel. Neither proposed assemblage would create any new nonconformities. The existing pool in the rear of 337 Thompson Blvd that extends onto the property at 333 Thompson Blvd would remain in nonconformance.

Land Use Plan: The adopted 1987 Land Use Plan recommends the entirety of all parcels involved for Low Density Residential.

Required Descriptions: The applicant has submitted suggested metes and bounds descriptions for both sections of the subject parcel and for both proposed resultant parcels following the subsequent proposed assemblages.

SEQR: Prior to approval, the Planning Board must complete Part 2 of the Short EAF and make a determination of significance relative to SEQR. The Planning Board has to determine whether it needs more information for answering the questions in Part 2.

On Question 4 of the SEQR Short EAF, the applicant identifies “Urban” as the only land use that occurs on, adjoining or near the proposed action. This is inaccurate, as Pawling Street and Thompson Blvd are both in a low-density residential (suburban) neighborhood. The applicant must tick the “Residential (suburban)” box on the answer to Question 4.

Miscellaneous: In order to prevent creating a landlocked parcel, the applicant must file both deeds for the two newly assembled parcels, as proposed, with the County Clerk.

Once approved, the applicant must fill out 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. The form can be obtained from the City Assessor’s Office.

After approval, the applicant must submit two (2) reproducible Mylar prints and two paper copies of the final plat for signature by the clerk of the Planning Board. One of the Mylar copies and the two paper copies 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 the motion for approval:

1. The applicant must assemble the 0.08-acre northwestern section of the subject parcel with 337 Thompson Blvd, Parcel Number 13-02-115.007 by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant must assemble the 0.05-acre southeastern section of the subject parcel with 343 Thompson Blvd, Parcel Number 13-02-114.000 by way of a new metes and bounds description that is filed with the County Clerk.
3. The applicant shall address the SEQR issue identified above.
4. After approval and prior to having the Clerk of the Planning Board sign the subdivision plat, the applicant shall fill out a Request for Real Property Tax Law 932 Split form.

cc: Justin Wood, City Engineer
Ben Arquitt, Civil Engineer I
Brian Phelps, City Assessor
Stephen J. Gracey, PLS, 133 Commercial Street, Theresa, NY 13691-0679
Richard and Darlene Goforth, 343 Thompson Blvd, Watertown, NY 13601
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