



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD
ROOM 305, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7741

MEETING: February 7, 2023

PRESENT:

Larry Coburn
Michelle Capone
Neil Katzman
Lynn Godek

ALSO:

Michael A. Lumbis, Planning and Community
Development Director
Sharlice Bonello, Planner
Geoffrey Urda, Planner
Gertrude Karris, Secretary

ABSENT:

T.J. Babcock
Linda Fields
Michael Pierce

Chairperson Larry Coburn called the February 7, 2023, Planning Board meeting to order at 3:00 p.m. Mr. Coburn then asked for a motion to accept the minutes from the January 19, 2023 Special Planning Board meeting. Mr. Katzman moved to accept the minutes as written, Ms. Capone seconded the motion. All voted in favor.

**SUBDIVISION FINAL PLAT APPROVAL
TWO LOT SUBDIVISION – 373 EAST AVENUE
PARCEL NUMBER 12-13-134.000**

Owen Virkler approached the Board and introduced himself as a Trustee for Life Church of the Nazarene. Mr. Virkler explained that the Wise Family of 373 East Avenue were donating a small piece of property to the Church. The 0.010-acre piece of land subdivided from 373 East Avenue is immediately adjacent to 370 Wight Drive, which is owned by the Church, and would allow the expansion of the garage and maintain a 5-foot setback.

There was a brief discussion regarding a small, nonconforming lot on the northwestern side of the Wise Family property (Parcel Number 12-13-135.000), which could be combined with the adjacent primary Wise Family property (Parcel Number 12-13-134.000). Mr. Lumbis clarified that this was a suggestion, not a requirement for this application.

At 3:07 p.m., the Planning Board Chair, Larry Coburn read the Public Hearing notice that had been published in the *Watertown Daily Times*. Mr. Coburn asked if anyone would like to be heard regarding the application for Subdivision Final Plat of Parcel Number 12-13-134.000. Hearing no requests to speak, Mr. Coburn closed the public hearing at 3:08 p.m.

The Planning Board reviewed the application and the summary of contingencies addressed in Staff's Memorandum. Mr. Virkler acknowledged the summary items and agreed to address all of them.

The Planning Board then reviewed and answered each question of the Short Environmental Assessment form, answering no to all of them. Ms. Capone moved to issue a negative declaration for the proposed subdivision, according to the requirements of SEQRA. Mr. Katzman seconded the motion. All voted in favor of the motion.

Mr. Katzman then moved to grant Subdivision Final Plat Approval for the request submitted by Owen Virkler, Trustee for Life Church of the Nazarene, for a two-lot subdivision of Parcel Number 12-13-134.0000 located at 373 East Avenue, contingent upon the following requirements:

1. The applicant shall submit a new Subdivision Final Plat Drawing, on which the line weights emphasize the split of the existing parcel at 373 East Avenue and the acreage measurements identify the size of the two parcels that directly result from that split. The title of this drawing shall be "Subdivision Final Plat of the lands of 373 East Avenue."
2. The applicant must assemble the subdivided 0.010-acre southeastern section from Parcel Number 12-13.134.000, located at 373 East Avenue, with Parcel Number 12-13-106.005 located at 370 Wight Drive, into a single parcel, by way of a new metes and bounds description that is filed with the County Clerk.
3. The applicant shall address all issues identified in the "SEQR" section of Staff's February 2, 2023, memorandum to the Planning Board.

Ms. Godek seconded the motion. All voted in favor.

At 3:16 p.m., Mr. Katzman moved to adjourn the meeting, Ms. Capone seconded the motion and all voted in favor.

Respectfully submitted,
Gertrude Mead Karris
Secretary