



MEMORANDUM

City of Watertown Planning Office

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Watertown, New York 13601

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TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Waiver of Site Plan Approval – 566 Coffeen Street

DATE: February 23, 2011

Request: Waiver of Site Plan Approval for the construction of an 870 square foot addition to 566 Coffeen Street, Parcel Number 7-16-103.

Applicant: Richard R. Gefell, Project Manager of Purcell Construction Corporation

Proposed Use: Office space.

Property Owner: Robert P. Purcell

Submitted:

Property Survey: No	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Type II Action	County Planning Board Review Required: No
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Zoning Information:

District: Light Industrial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: No

Project Overview: The applicant is proposing an 870 sq. ft. addition to the existing building for additional office space. The project site contains the existing office space and various storage buildings and garages. The proposed addition is at the rear of the main building and will be constructed with building materials to match the existing building.

Since the footprint of the proposed addition is only 870 sq. ft., we have processed this request as a waiver. The planning board may waive site plan approval if it determines that this proposal meets the criteria for a waiver listed in Section 310-55 of the Zoning Ordinance. In the case of a waiver, the submissions listed in Section 310-56 are not required.

Parking: After the completion of the proposed addition, the building will contain a total of 5,033 sq. ft. meaning that 25 parking spaces are required for the site. A total of 31 spaces are shown on the plans. Although the layout of the spaces does not quite match the actual site conditions, especially along the west side of the site, there still appears to be adequate parking space available for the building based on the requirements in the Zoning Ordinance. A handicapped parking space with an 8' striped aisle should be provided if one does not already exist.

Grading, Drainage and Utilities: The Engineering Department has reviewed the plans and since the addition will be constructed over an existing impervious area there will be no net increase in stormwater flows and therefore no net increase in flows to the Engine Street combined sewer main, which is acceptable. There are no comments regarding the sanitary sewer or water main as no significant changes in flows or demand is projected.

Lighting: No lighting is shown on the proposed plans. The existing lighting at the site consists of wall mounted lights at various locations on the existing building.

Landscaping: No landscaping is proposed as part of this project. There are two existing planters located on the west side of the existing building that contain various trees and shrubs.

SEQR: Since the proposed construction and expansion of the facility involves less than 4,000 square feet of gross floor area and the action does not involve a change in zoning or a use variance and is consistent with local land use controls, the project is considered a Type II Action as defined by SEQR. Type II Actions do not require SEQR review and the Short Environmental Assessment Form does not need to be completed by the Planning Board for this project.

Other Comments: Any proposed signage for the project will be handled as a separate matter through the Bureau of Code Enforcement.

Summary: The following lists several key issues that should be addressed:

1. No lighting is shown on the proposed plans.
2. A handicapped parking space with an 8' striped aisle should be provided if one does not already exist on site.

cc: Planning Board Members
Robert J. Slye, City Attorney
Justin Wood, P.E., Civil Engineer II
Richard R. Gefell, Purcell Construction Corporation