



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members
FROM: Kenneth A. Mix, Planning and Community Development Coordinator
SUBJECT: Waiver of Site Plan Approval – 591 Weldon Drive
DATE: February 26, 2015

Request: Waiver of Site Plan Approval for the construction of a 1,100 square foot building at Maple Court Apartments, 591 Weldon Drive, Parcel Number 14-49-102.000

Applicant: Charlie Allen of Evergreen Partners II, LLC

Proposed Use: Community Building and Management Offices for Maple Court Apartments

Property Owner: Maple Court Apartments II, LP

Submitted:

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

SEQRA: Unlisted	County Review Required: No
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Zoning Information:

District: Planned Development District	Maximum Lot Coverage: 40%
Setback Requirements: All Yards – 15'	Buffer Zone Required: No

Project Overview: The applicant proposes to construct a 1,100 square foot building on the Maple Court Apartments property to serve as a community room for residents and for management offices. The building will be located in a courtyard area in between buildings 1-4 and will be accessible by an existing parking area located to the south. The construction of the new building is a portion of a larger project that will renovate the existing 92 apartment units on the site. The project also includes minor upgrades to the site including the construction or repair of sidewalks, a new playground and utility repairs.

Parking: Parking for multi-family uses generally requires 1 space for each dwelling unit plus an additional 10% of the total units for guest parking. In this case, 101 spaces would typically be required. For some reason, there are only 88 existing parking spaces on site. It appears that the project was constructed in accordance with the approved Planned Development District Plan, so Staff is assuming that the parking lot construction was in compliance at the time of construction. Since there are no proposed changes in the overall number of units and the proposed management building is an accessory structure and therefore does not require additional parking, the existing parking as shown is considered a legal non-conforming use and no additional parking spaces are required.

Landscaping: There is no new landscaping currently proposed for the site. The existing landscaping consists of a variety of mid –sized trees located throughout the site. While the existing landscaping provides a fair amount of shade and aesthetic appeal throughout the site, there are areas where additional trees and landscaping could be added. Similar to the upgrade proposed for the dwelling units, the site landscaping is reaching maturity and should be upgraded with additions made in key locations such as along the south side of parking lots and buildings and in areas that currently lack tree cover.

Grading, Drainage and Utilities: The Engineering Department has reviewed the proposed plans and has the following comments:

1. The following water note should be added to the Utility and Grading Plan and to Sheet C4.0: “All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided.”
2. The plans should be modified to provide Erosion and Sediment Control protection of existing catch basins during construction for catch basins in the vicinity of construction.

Other Comments: The property owner is listed as Maple Court Apartments II, LLC. The applicant is Evergreen Partners. A letter from the property owner is required that authorizes the applicant to apply for a site plan waiver. The property owner must obtain the following City permits prior to construction: Building Permit, Water Supply Permit, Sanitary Sewer Connection Permit, Storm Sewer Connection Permit, and General City Permit.

SEQRA: In 2013, the applicant sought and obtained approval to amend Planned Development District #3 to allow the construction of the community building at this location. During the amendment process, the City Council completed the SEQRA review for the project which included not only the change to the uses allowed in the PDD, but also included the renovation of Maple Court Apartments and the construction of a community building. Therefore, no additional SEQRA review is needed.

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:

- 1) Does not involve a change in the boundaries of the property, and
- 2) Does not represent the initial building on the property, and
- 3) Is minor and incidental in size to the existing building pattern, size and coverage on the property, but in no event shall exceed 2,500 square feet, and
- 4) Does not effectively change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property and is also otherwise consistent with all purposes of this chapter.

Summary: The following is a list of items that should be included as contingencies in the motion to approve the waiver:

1. The applicant shall consider developing a comprehensive landscaping plan for the site to include new trees and landscaping in key locations such as along the south side of parking lots and buildings and in areas that currently lack tree cover.
2. The following water note shall be added to the Utility and Grading Plan and to Sheet C4.0: “All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided.”
3. The plans shall be modified to provide Erosion and Sediment Control protection of existing catch basins during construction for catch basins in the vicinity of construction.
4. A letter from the property owner is required that authorizes the applicant to apply for a site plan waiver.
5. The property owner must obtain the following City permits prior to construction: Building Permit, Water Supply Permit, Sanitary Sewer Connection Permit, Storm Sewer Connection Permit, and General City Permit.

cc: Robert J. Slye, City Attorney
Brian Drake, P.E., Civil Engineer II
Charlie Allen of Evergreen Partners II, LLC