



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members  
FROM: Michael A. Lumbis, Planner  
SUBJECT: Site Plan Approval – 217 High Street  
DATE: March 31, 2016

**Request:** Site Plan Approval for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000.

**Applicant:** Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Mike Belcher of Watertown Doors and Windows

**Proposed Use:** Storage building

**Property Owner:** Watertown Builders Supply

## Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Partial (Spring/Summer 2016 start)
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Uses are described. Hours and traffic volume are not.

SEQRA: Unlisted

County Review: No

## Zoning Information:

District: Light Industry	Maximum Lot Coverage: N/A
Setback Requirements: F: 0', S: 0', R: 0'	Buffer Zones Required: Yes

**Project Overview:** The applicant proposes to demolish the existing open-sided storage sheds on the properties and construct a 6,000 square-foot metal storage building in their place. The proposed building would consist of 46 individual storage units of varying sizes. The applicant also proposes to create a gravel access drive that would provide vehicular access from High Street and loop around the proposed storage building.

**Parking and Vehicle Circulation:** Vehicular access will be via the gravel access drive described above. The applicant proposes installing a 6-foot high chain-link fence that would separate the proposed storage building from the existing business building that fronts on High Street. The applicant proposes a dual leaf sliding entrance gate that would allow vehicles to access the storage building.

The Zoning Ordinance requires one parking space for every 1,000 square feet of floor area in Light Industry Districts. In the Engineering Report, the applicant identifies an aggregate of 21,000 square feet of floor space, accounting for the proposed storage building and all existing buildings, yielding a requirement of 21 spaces. However, areas used for storage need not be included in this computation, meaning the requirement is actually less.

In addition, the applicant proposes to assemble the five parcels on which the proposed site plan occurs, as is described below in the "Parcel Assemblage" section. However, the applicant does not clarify whether their parking calculations are based on the aggregate square footage of floor area and parking area on all five parcels once they are combined.

A handwritten section in the back of the Engineering Report says that the proposed site contains 42,000 square feet of gravel parking area. Although the applicant is still likely to meet the minimum parking requirement several times over, the applicant should still clarify the sources of these numbers.

**Hours of Operation and Traffic Volume:** The applicant has not indicated proposed hours of operation or anticipated traffic volume for this site. Both are important given that the proposed site plan occurs across Olive Street from a residential zoning district. The applicant should indicate the anticipated number of vehicles per day that will be entering and exiting the site. The applicant should additionally identify the hours of the day that vehicles will be accessing the proposed storage building, which as proposed would also necessitate the opening and closing of the dual leaf sliding entrance gate.

**Setbacks, Buffers and Landscaping:** There are no setback requirements in Light Industry Districts, so all of the existing buildings will remain conformant when the applicant assembles the five parcels as proposed. However, since the site abuts a Residence C District across Olive Street to the north, this triggers some Landscaping and Buffer requirements.

Section 310-59 of the Zoning Ordinance requires that where any land use in nonresidential districts abuts land in any residential district, a strip of land of a minimum of five feet in width up to a maximum of 15 feet in width shall be maintained by the owner as a landscaped area in the front, side and rear yards which adjoin this other district, which width of strip of land as applicable to each of the front, side and rear yards shall be determined by the City Council at the time of issuance of the site plan approval.

The applicant proposes to meet this requirement by installing a five-foot landscaped buffer extending 423 feet along the northern parcel boundary on Olive Street, which would consist of hedges and shrubs. The 15-foot gravel drive is behind this buffer. In the "Planning Data" table, the applicant identifies an 18-foot provided setback. If the applicant is referring to the northern edge of the property, as proposed, this should read 20 feet, as the proposed storage building is set back 20 feet from the Olive Street right-of-way.

**Parcel Assemblage:** The applicant currently owns all five parcels on which the project occurs. The applicant proposes to assemble these five to create one all-encompassing parcel for the site. Following the proposed assemblage, building footprints would no longer cross parcel boundaries and the site would be brought into conformity. Since the site is bounded on the west, south and east by other Light Industry parcels, no buffers or landscaping would be required on those three sides of the newly created parcel.

**Lighting:** The photometrics shown on the site plan depict greater-than-allowed lighting levels extending across the northern property line into the Olive Street right-of-way. The applicant should revise the lighting schedule so that no light levels above 0.5 footcandles extend across any property line.

**SEQR:** The applicant indicates in his response to Question 12b that the proposed action is located in an archeological sensitive area. The applicant should provide a letter from the New York State Historic Preservation Office (SHPO) that determines whether or not the proposed project has the potential to impact any archeological resources. The applicant gave no answer to Question 13b. The applicant should provide an answer to this question.

**Utilities and Hydrology:** There is a 10-foot sewer easement along the northern property line that the applicant should add to the plans. For the storm line to be removed, the plan should include a note that reads, “Storm line to be cut, capped and pipe to be removed.”

**Permits:** The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.

**Miscellaneous:** On the Site Plan Application, the applicant identifies the owner of the property as Watertown Doors and Windows, Inc. City records indicate that the property owner is Watertown Builders Supply. The applicant should correctly identify the owner of the property on the Site Plan Application. If the property owner has changed, the new owner should file a deed and provide Staff with a copy. In addition, the applicant should obtain a letter from the property owner authorizing the applicant to apply for Site Plan Approval.

### **Summary:**

1. The applicant shall indicate the proposed hours of operation.
2. The applicant shall indicate the anticipated traffic volume for the site.
3. The applicant shall clarify if parking calculations are based upon floor area and parking area for all five existing parcels on aggregate.
4. The applicant shall assemble all five parcels as proposed to create a lot that conforms to the Zoning Ordinance.
5. The applicant shall revise the lighting schedule so that no light levels above 0.5 footcandles extend across any property line.
6. The applicant shall provide a letter from SHPO that determines whether or not the proposed project has the potential to impact any archeological resources.
7. The applicant shall provide an answer to Question 13b on the SEQR Short EAF.
8. The applicant shall depict the existing 10-foot sewer easement along the northern property line on the Site Plan.
9. The applicant shall add a note to the Site Plan for the storm line to be removed that reads, “Storm line to be cut, capped and pipe to be removed.”
10. The applicant shall clarify ownership of the properties for which Site Plan Approval is sought and obtain a letter from the property owner authorizing the applicant to apply for Site Plan Approval.
11. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.

cc: City Council Members  
Brian Drake, Civil Engineer II  
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Mike Belcher, Watertown Doors and Windows, 217 High Street, Watertown, NY 13601