

Parking and Vehicle Circulation: Access to the site will continue to be via the existing driveway connecting from Rail Drive. The existing site includes 82 parking spaces and 12 truck unloading bays. Adjacent to the proposed office addition, the applicant depicts 37 new parking spaces. Five accessible parking spaces will also be added in front of the building bringing the aggregate site total to 119. The site plan also depicts 10 new tractor-trailer spaces on the east side of the building.

The proposed building additions will bring the building to a total of 98,882 square feet. The parking requirement for light industrial uses is 200 square feet of parking area per 1,000 square feet of building space, meaning that 19,800 square feet of parking area is required. The existing car parking spaces total 19,188 sq. ft. Once the existing drive aisles and other paved areas are added in the total, there is more than adequate parking area provided.

The site plan depicts eliminating the rear gravel access road that encircles the building. While this is acceptable, the fire apparatus road must be extended, at a minimum, to the rear northeast corner of the new addition. The road must be designed to City specifications, approved by the City Engineer prior to construction, and must be properly maintained on a year-round basis to include snow removal and resurfacing and grading when required.

Lighting: There are 12 existing light poles within the site driveway and parking lot. In the Engineering Report, the applicant states they are not proposing any additional site lighting to accommodate the new parking area, only the addition of building wall pack units. However, on the actual photometric plan, a new light pole is depicted in the parking addition. The applicant must clarify this discrepancy.

Drainage & Grading: Runoff for the site as it currently exists drains to an infiltration basin located to the northwest of the existing parking lot. However, this basin is at or nearing capacity, and will overflow during major rain events. It is unable to handle the additional runoff created by the proposed expansions. The applicant is therefore proposing to install two pocket ponds, one on the east side of the site and one on the west side, to serve the proposed expansions. The pond to the west will collect runoff from the proposed office expansion and additional surface parking, and will discharge into the existing infiltration basin. The pond to the east will collect runoff from the proposed warehouse expansion and will discharge into an existing drainage ditch, which ultimately drains to Beaver Meadows, a wetland located downstream of the site.

The Engineering Department has the following requirements/comments regarding the stormwater design for the site that must be addressed prior to the issuance of a building permit:

1. Submit to the City a copy of the stormwater pollution prevention plan NOI acknowledgement letter from the DEC.
2. The DEC has classified Hay as an invasive species. Please replace reference to Hay Bales with Straw Bales in the Stormwater Pollution Prevention Plan (SWPPP).
3. Concrete Washout Areas shall be lined to facilitate the removal of all washout materials.
4. The SWPPP (NOI question 5) states that the applicant intends to disturb more than 5 acres at any one time. NYS DEC approval for such is required, otherwise revise NOI.
5. The SWPPP NOI Question 14 states that the project will not disturb soils within the protected 100 foot adjacent area. Without the delineation of onsite wetlands, this response cannot be verified.
6. The SWPPP NOI is not signed.
7. The NOI question #39 is not completed.
8. The NOI question #41 states that a Federal Wetland permit is not required, however there appear to be federal wetlands onsite.
9. The vegetated swales shall be labeled on the utility and grading plans.
10. The west pond refers to a 1" outlet but no outlet is shown on the plans. In addition, the table on Sheet 3.0 refers to Detail #10/C5.0 which appears to be for the East Pond.

Utilities: There are no new site utilities proposed for the warehouse or the office addition. All water and sewer needs will be handled by connecting to existing valves serving the current building. The applicant is, however, proposing to install a new fire hydrant on the east side of the building to ensure adequate fire protection to the warehouse addition. The addition of this hydrant will require approval from the New York State Department of

Health (DOH). The applicant must forward a copy of the letter to the City that is received from the DOH that grants the approval for the new hydrant.

The following note must be added to the Utilities Plan, “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.”

Also, all utilities must be shown on the Utility Plan, including pipe inverts, pipe material, pond outlets, etc.

Engineering Report Revisions: The following revisions to the Engineering Report must be made and submitted to the Engineering Department prior to the issuance of a building permit:

1. The proposed water usage is listed as 350 gallons per month. It is assumed to mean 350 gallons per day and not per month. Please clarify that this is correct and revise if necessary.
2. Submit a hydraulic analysis of the water system, including hydrant flow test results and projected water pressure at the site. Any required outside hose allowances or fire protection demand (sprinklers) shall be included in the projected hydraulic analysis.

Design Details: The following design details must be included on the final plans and submitted to the Engineering Department prior to the issuance of a building permit:

1. A hydrant and gate valve detail.
2. Lightpole and lightpole base detail.
3. Typical lawn area installation detail.
4. Stormwater Pond and Profile for West Pond.
5. Detail of Pond outlet structure for West Pond.

Landscaping: The proposed office addition, corresponding additional parking and proposed pocket pond on the western end of the site, will all necessitate the removal of a number of trees. The applicant is proposing to plant 10 street trees along the entrance driveway. However, no additional trees are proposed throughout the rest of the site. The Landscaping and Buffer Zone Guidelines note that for existing sites undergoing an expansion, the objective is to gradually bring the site into compliance with the minimum standards of the guidelines. The Planning Board should consider whether or not the proposed trees sufficiently address the required removals and whether they are enough to start to bring the site into compliance with the guidelines.

A separate landscaping plan is not provided. Sheet C3.0, currently labeled “Grading Plan,” should be labeled “Site and Landscaping Plan” or the applicant shall provide a separate Landscaping Plan. Either way, plan should clearly identify tree removals and include a typical planting schedule with species and size information.

SEQR: The NYSDEC has an online tool called the EAF Mapper that assists applicants with compiling answers to Part 1 of the Short Environmental Assessment Form (EAF). The EAF that was submitted for this project using the online tool identifies several areas of concern. First, the Short EAF indicates that the project area is located within an archaeologically sensitive area. The applicant shall provide a “No Impact” letter from the New York State Historic Preservation Office (SHPO).

The Short EAF also indicates that a portion of the site, or its adjoining lands, contains regulated wetlands. The applicant shall provide copies of all correspondence between the applicant and DEC regarding offsite wetland impacts, including all information sent to DEC as well as documentation communicating DEC’s opinion on the matter.

The Short EAF also indicates that the site of the proposed action may contain endangered or threatened species or their associated habitats. This issue should also be investigated further and additional information should be provided to address this issue. The applicant shall provide copies of all correspondence between the applicant and DEC and a letter indicating DEC’s opinion on the proposed impact to threatened or endangered species.

Finally, the applicant shall fill out Question 14 of the Short EAF and shall change the answer to Question 18 on the form to identify the stormwater treatment area as an activity that will result in the impoundment of water.

Signs and Other Permits: Any proposed signage will be handled separately as an administrative permit by the Code Enforcement Bureau. Any depiction of signage on a site plan submittal does not constitute approval. The applicant must obtain the following City permits prior to construction: Water Supply Permit and Building Permit.

Miscellaneous: The applicant shall obtain a letter from the property owner authorizing the applicant to apply for a site plan approval.

Summary:

1. The fire apparatus road must be extended, at a minimum, to the rear northeast corner of the new addition and shall be designed to City specifications, approved by the City Engineer prior to construction, and must be properly maintained on a year-round basis to include snow removal and resurfacing and grading when required.
2. The applicant shall clarify the discrepancy regarding whether or not any new light poles will be constructed in the new parking area or anywhere else on the property.
3. The applicant must address all of the Engineering Department's stormwater design requirements and comments listed above prior to the issuance of any City permits.
4. The applicant must forward a copy of the letter it receives from the New York State Department of Health to the City that grants the approval for the new hydrant.
5. The following note must be added to the Utilities Plan, "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."
6. All utilities must be shown on the Utility Plan, including pipe inverts, pipe material, pond outlets, etc.
7. The applicant must make all of the Engineering Report revisions noted above and submit them to the Engineering Department prior to the issuance of any City permits.
8. The applicant must revise the plans to include all of the design details noted above and submit them to the Engineering Department prior to the issuance of any City permits.
9. The applicant shall create a separate landscaping plan or incorporate it into an existing plan sheet and provide a typical planting schedule that includes plant species, size and other standard information.
10. The applicant shall address and provide additional data for all of the SEQR issues identified above prior to the City Council considering the site plan for approval.
11. The applicant must obtain, minimally, the following permits prior to construction: Building Permit and a Water Supply Permit.
12. The applicant shall obtain a letter from the property owner authorizing the applicant to apply for a site plan approval.

cc: City Council Members
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