



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

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**TO:** Planning Board Members

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

**SUBJECT:** Site Plan Approval – Accountant’s Office

**DATE:** May 29, 2014

**Request:** Site Plan Approval for the construction of a 7,800 square foot accountant’s office at VL-9 Commerce Park Drive East, parcel 8-50-101.150.

**Applicant:** Bowers & Company

**Proposed Use:** Office

**Property Owner:** Watertown Commerce, LLC

### 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: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: No

### Zoning Information:

District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20’, S: 5’, R: 25’	Buffer Zone Required: 5’ side & rear, 15’ front

**Project Overview:** The applicant proposes to construct a 7,800 square foot office for an accounting firm on a vacant lot off Commerce Park Drive. The office would be a one-storey building, located immediately east of the Northern Credit Union branch.

**Parking:** Code requires 39 spaces for a building of this size, and the applicant depicts 40 spaces on the site plan.

Parking lot access would be provided by two curb cuts off the cul-de-sac at the end of Commerce Park Drive East. The curb cuts are wide, and the radii meet in the middle, effectively creating a single extremely long cut. The applicant’s driveway, as proposed, would take up nearly a third of the cul-de-sac frontage. This could create an awkward situation for traffic if the lot to the south is developed at a later date. The applicant should consolidate their entrance into a single two-way curb cut, or reduce the width and increase the separation of the proposed dual curb cuts.

The applicant must include a City Curb Detail for the curb along the cul-de-sac, and a City Asphalt Pavement Detail. Details are available from the Engineering Department.

**Sidewalks:** No pedestrian access is provided; the site does not have access to any existing public sidewalk.

**Lighting:** The applicant will place one light pole in the parking lot, and four wall-packs on the building. There does not appear to be any significant spillage outside the site boundary, but the photometry on the site plan is not labeled clearly. The applicant should submit a separate photometric plan.

**Drainage & Grading:** The applicant will not install any new stormwater facilities. The site will be graded such that a majority of the sheet flow is directed to an existing catch basin at the northeast corner of the site. A substantial slope will be built up along the north side of the building, from which runoff will flow directly north onto the adjacent USPS property. The applicant should configure the roof leaders to minimize the amount of runoff exiting to the north, and depict the roof leaders on the site plan.

The parking lot is graded to direct runoff to the southeast. Some will be picked up by a swale and directed northward to the catch basin. The applicant should revise the grading so that all parking lot runoff drains eastward into the swale, and extend the swale to direct flow to the catch basin. Alternatively, a new catch basin could be installed at the southeast corner of the parking lot.

The applicant proposes substantial fill along the north side of the site. The applicant should revise the grading to reduce the amount of additional cover over the city's sewer lines in this location—either by lowering the FFE, shifting the building, adding a retaining wall, or other means.

Drainage area maps must be included in the Engineering Report. The soil map must also be revised to reflect the correct parcel—it currently shows VL-10 rather than VL-9.

**Water:** The applicant will connect to the 6" water service in the cul-de-sac. The exact location of the service is not depicted.

Delete "IF NECESSARY" from the note on CG-100 related to the saddle, corp stop, and curb stop for the water service.

**Sewer:** There is a 6" lateral on site, which the applicant will connect to. The cleanout and lateral are located to the east of the proposed building.

Manhole SSMH-7A1 must be lowered to match the proposed grade. It is currently shown 6" above the pavement.

**Landscaping:** The site is currently covered with a mix of grass, brush, and small trees. The majority will be cleared and replaced with turf. The applicant proposes 7 new tree plantings, primarily around the south and east sides of the parking lot. In order to comply with the Landscaping and Buffer Zone Guidelines, additional exterior parking lot trees and landscaping should be added along the west side of the parking lot. A green space approximately 85' wide will be provided between the developed portion of the site and the property located directly to the east, which is an apartment complex. The applicant is proposing to leave the existing 40' wide tree/brush area on the east side of the site intact which should provide a screen and buffer from the residential use.

**Miscellaneous:** The applicant must provide an original survey map of the property, stamped and signed by a NYS licensed Land Surveyor. The site plans must also be stamped and signed by a NYS registered architect or engineer.

For the purpose of establishing set backs, the southern line and the cul-de-sac radius are together considered the "front line" and both have a 20' set back. The east and west lines are side lines with a 5' setback, and the north line is the rear line with a 25' setback.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Supply Permit, General City Permit, and Building Permit.

**Summary:**

1. The applicant shall remove one curb cut, or reduce the size of both curb cuts and increase their separation.
2. The applicant shall include a City Curb Detail for the curb along the cul-de-sac.
3. The applicant shall include a City Asphalt Pavement Detail.
4. The applicant shall submit a separate photometric plan.
5. The applicant shall configure the roof leaders to minimize the amount of runoff exiting to the north, and depict the roof leaders on the site plan.
6. The applicant shall revise the parking lot grading so that all runoff is contained onsite or directed to a storm sewer.
7. The applicant shall revise the site grading to reduce the amount of additional cover over the city's sewer lines north of the proposed building.
8. The Engineering Report shall be revised to include drainage area maps and the correct site soil map.
9. The applicant shall delete "IF NECESSARY" from the note on CG-100 related to the saddle, corp stop, and curb stop for the water service.
10. The applicant shall lower Manhole SSMH-7A1 match the proposed grade.
11. The applicant shall add three additional large maturing shade trees along the western property line, spaced 40' on center.
12. The applicant shall maintain the existing 40' wide tree/brush area on the east side of the site to serve as a screen and buffer between the project and the residential use located to the east.
13. The applicant must provide an original survey map of the property, stamped and signed by a NYS licensed land surveyor, and a set of site plans stamped and signed by a NYS registered architect or engineer.
14. The applicant shall revise the site plans to show the correct setbacks.

cc: City Council Members  
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