



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, Planning and Community Development Director
SUBJECT: Site Plan Approval – 1552 State Street
DATE: June 2, 2016

Request: Site Plan Approval for the construction of a 10-space, approximately 2,581 square foot parking lot expansion and associated site improvements located at 1552 State Street, Parcel Number 12-16-113.000.

Applicant: Edward G. Olley Jr., AIA, of GYMO, DPC on behalf of James Petersen of Fast Lube of Watertown

Proposed Use: Parking Lot

Property Owner: James Petersen

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: N/A
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Uses are described. Hours and Traffic Volume are not indicated.

SEQRA: Unlisted

Jefferson County 239-m Review: No

Zoning Information:

District: Neighborhood Business (pending)	Maximum Lot Coverage: 40 percent
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zones Required: Yes

Project Overview: The applicant proposes to remove the existing hedges and fence that presently divide the property and construct a 10-space parking lot at the south end of the parcel. The proposed pavement would replace crushed stone on this section of the site. It would also represent the first parking spaces for the existing business on the site. Fast Lube of Watertown presently functions as a drive-through only automotive services center.

Parking and Vehicle Circulation: The applicant does not propose any additional access points or curb cuts. Access would continue to be from State Street and Pearl Avenue S. Vehicles will be able to access the proposed parking lot from the existing driveway that also provides access to the drive-through service bays.

However, adding the new parking lot, as proposed, would significantly alter the interior vehicular circulation patterns on the site. Presently, the southern driveway from Pearl Street S is an entrance only, and the only exits from the site are out of the drive-through service bays. Paving a new parking lot at the south end of the site will create demand to leave the site without travelling through the service bays.

There are existing traffic arrows that presently guide vehicles through the site. The applicant should indicate these existing arrows on the site plan and should submit a vehicle and pedestrian circulation plan for the reconfigured site. This plan should specify how vehicles would enter and exit the proposed parking lot without conflicts. In addition, the applicant should label the existing and proposed widths of all driveways on the plan.

New York State Building Code 1106.1 (Accessible Parking Spaces) requires a minimum of one (1) accessible parking space with a minimum eight-foot access aisle adjacent to the space. The applicant must add the required accessible parking space and the accompanying loading zone to the plan.

Zoning: At the time of this writing, the applicant has a zone change request pending before the City Council to change the approved zoning classification of the south section of the parcel from Residence B to Neighborhood Business. The Planning Board previously voted to recommend approval. City Council will be free to vote on this request at its June 6, 2016 meeting. Since a parking lot is not a permitted use in a Residence B District, the site plan application is dependent on City Council approving the zone change request. If City Council approves the zone change request at its June 6, 2016 meeting, then the Planning Board will be free to make a recommendation at its June 7, 2016 meeting on the request for Site Plan Approval.

Staff will provide an update at the beginning of the Planning Board meeting of the City Council's actions on the zone change application.

Margins: The applicant does not accurately depict the existing paved section of the City margin on the submitted survey, and should re-submit an accurate survey. The new survey must depict all existing surface features and utilities (rim, inverts, material, and size) on State Street and Pearl Ave South along the property boundaries from curb to curb. The survey shall be on the NAVD 88 datum and be stamped by a Licensed Professional Surveyor.

With the site plan depicting a new landscaped area along Pearl Avenue South, the existing southernmost driveway will be eliminated. The driveway apron will therefore have to be eliminated from the margin area. The applicant should denote this on the site plan and should add a City curb replacement detail. This section of the margin should also be restored to a lawn.

The section of the margin along Pearl Avenue South between the other two existing driveways to the north is currently asphalt and absent an elevated curb. The applicant should delineate a 24-foot wide driveway for access to and from Pearl Avenue S, and restore all remaining areas of this margin to grass.

The site plan depicts proposed asphalt paving across the existing sidewalk, which the City would not allow. The applicant should clarify the intent of this depiction.

Setbacks, Buffers and Landscaping: Section 310-59 of the Zoning Ordinance states 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. The applicant's parcel abuts a Residence B District on its southern boundary and on the southernmost 50 feet of its western boundary.

The applicant proposes a 15-foot landscaped buffer along the entire southern end of the parcel and proposes a five-foot landscaped buffer along the portion of the western boundary where the parcel abuts the Residence B District.

The applicant also proposes to construct a six-foot high wood stockade fence approximately one foot from the property line for the entire boundary with the Residence B District to provide additional screening.

Although not required in a Neighborhood Business District, the applicant proposes a 13.5-foot grassed area between the proposed parking lot and the sidewalk along Pearl Avenue S.

SEQR: The applicant indicates in his response to Question 12b of the SEQR Short Environmental Assessment Form (EAF) that the proposed action is located in an archeological sensitive area. The applicant states in his cover letter that he has contacted the New York State Historic Preservation Office (SHPO) to obtain a determination as to whether the proposed project has the potential to affect any archeological resources, and is awaiting a response.

The applicant indicates in his response to Question 15 that the site may contain endangered or threatened species or their associated habitats. The applicant has attached correspondence from the New York State Department of Environmental Conservation (DEC) stating that the project is not expected to adversely affect the protected species use of the area.

Utilities and Hydrology: The City does not allow increased runoff to a combined sewer. The existing gravel parking area largely retains stormwater on site and therefore there are assumed new stormwater flows.

The applicant must provide runoff calculations from a New York State Licensed Engineer proving that there will be no increase in runoff to the combined sewer, either by increasing the pervious areas or by providing on-site stormwater detention. Calculations must include runoff rates for 1, 10, and 100-year storms for the site before and after the proposed construction.

Permits: The applicant must obtain the following permits, minimally, prior to construction: Building Permit, Fence Permit, General City Permit and Sanitary/Storm Sewer Connection Permit.

Miscellaneous: The applicant should identify proposed hours of operation. The applicant should depict areas for snow storage on the site plan.

Summary:

1. The applicant shall submit a vehicle and pedestrian circulation plan that depicts existing traffic arrows, specifies proposed vehicular travel patterns into and out of the site, and labels all existing and proposed driveway widths.
2. The applicant shall add an accessible parking space and an accompanying eight-foot wide loading zone to the site plan.
3. The applicant shall submit an accurate survey.
4. The applicant shall add a City curb replacement detail to the plans for the southernmost driveway that he proposes to remove and shall restore this section of the margin to lawn.
5. The applicant shall delineate a 24-foot wide driveway for access to and from Pearl Avenue South, and restore any part of this margin that is existing asphalt to a grassed area.
6. The applicant shall clarify the line on the site plan that depicts asphalt paving over the existing sidewalk.
7. The applicant shall provide a letter from SHPO that determines whether the proposed project has the potential to affect any archeological resources.

8. The applicant shall provide runoff calculations from a licensed Engineer proving that there will be no additional runoff to the combined sewer. Calculations must include runoff rates for 1, 10, and 100-year storms for the site before and after the proposed construction.
9. The applicant shall indicate the proposed hours of operation.
10. The applicant shall depict areas for snow storage on the site plan.
11. The applicant must obtain the following permits, minimally, prior to demolition and construction: Building Permit, Fence Permit, General City Permit and Sanitary/Storm Sewer Connection Permit.

cc: City Council Members
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