



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
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 – 115 Brook Drive

DATE: July 28, 2016

Request: Site Plan Approval for construction of an 11-space, 4,000 square-foot parking lot and associated site improvements located at 1340 Washington Street and 115 Brook Drive, Parcel Number 14-21-102.100 and 14-21-131.000.

Applicant: Michael Altieri, P.E. on behalf of Sundus and Sarah, LLC.

Proposed Use: Parking Lot

Property Owner: Sundus and Sarah, LLC

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: N/A
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: Limited Business	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zone Required: Yes, 5'-15' along western property line.

Project Overview: The applicant is requesting approval for a site plan to construct a 4,000 sq. ft. parking area to accommodate the neighboring North Country Neurology office building located at 1340 Washington Street. The applicant has previously applied for a zone change to accommodate this parking lot expansion. Both properties are zoned Limited Business.

Parking: The applicant proposes to remove two parking spaces in order to provide access to the additional 11 spaces that the newly constructed parking lot will create. The applicant has a variance for parking requirements that will be mentioned later in this memorandum.

Sidewalks & Curbing: The applicant will close the original curb cut and entrance to 115 Brook Drive and create an entrance from the existing lot at 1340 Washington Street as a means of site access. The applicant will install concrete curbing and sidewalk where the curb cut is to be closed. The new concrete sidewalk and curbing is to match existing conditions. The remaining existing walkways are in acceptable condition.

Lighting: It is unclear if the light pole between the proposed and existing parking lots will require removal. The demolition plan does not specify the removal of the light pole but the new parking area will be built up to and around the base of the pole. The applicant must clarify plans for removal and provide photometric plans for existing parking lot if it is to be removed to ensure adequate light levels are provided for the existing lot.

Drainage, Grading and Utilities: The applicant must provide drainage calculations and maps. The catch basin located west of the entrance to the existing parking lot contains debris and shall be cleaned out accordingly.

Sanitary and storm sewer utilities on 1340 Washington Street are displayed differently than submitted expansion plans from 2012. The applicant shall investigate and verify true location and sizes.

Landscaping: 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. The applicant proposes to meet this requirement by installing a five-foot landscaped buffer extending along the westerly parcel boundary, which would consist of trees, perennials and shrubs. In addition, the applicant is proposing a 20 foot lawn to the north of the parking lot which would consist of new and existing maple trees.

The Planning Board's Landscaping and Buffer Zone Guidelines recommends that a minimum of 15' be provided in areas where Limited Business districts abut residential areas and that the plantings consist of small maturing trees planted 20' on center with assorted shrubs planted in between. While the plant material specified is in line with the guidelines, the width of the buffer is smaller than recommended.

Parcel Assemblage: The applicant currently owns 1340 Washington Street, the neighboring parcel that this parking lot is intended for. As a standalone parking lot on a separate parcel, the Zoning Ordinance considers this a remote parking lot, which requires a Special Use Permit. In order to avoid the applying for a special use permit, the applicant is proposing to assemble the two parcels. This must be completed by filing a deed with the County Clerk that describes the entire property as a single parcel.

Variance: According to Section 310-47 of the Zoning Ordinance, the minimum number of parking spaces that shall be provided is five spaces per 1,000 square feet of floor area. Forty-eight parking spaces were originally required for the 9,960 square foot building. The applicant obtained an area variance to vary the minimum parking requirements for the property located at 1340 Washington Street. The variance allows a 9,960 SF floor area medical clinic with only 38 parking spaces. Since the variance was granted, conditions within the building have changed, which has prompted this application to expand the parking lot.

Other Comments:

The applicant must provide at least one original stamped and signed boundary and topographic survey. Utilities must be displayed within the street and project area.

The site plan should show the zoning districts of neighboring properties.

The applicant must obtain the following permits prior to construction: Storm Sewer Permit, General City Permit, and fence Permit.

Summary:

1. The applicant must clarify plans for the removal of the existing light pole and provide photometric plans for existing parking lot if it is to be removed to ensure adequate light levels are provided for the existing lot.
2. The applicant must provide drainage calculations and maps and the catch basin located west of the entrance to the existing parking shall be cleaned of all debris.
3. The applicant shall investigate and verify the true location and sizes of the sanitary and storm sewer utilities on the 1340 Washington Street property as they are displayed differently than on the submitted expansion plans from 2012
4. The applicant shall assemble parcels 14-21-102.100 and 14-21-131.000 by filing a deed with the County Clerk that describes the entire property as a single parcel.
5. The applicant must provide at least one original stamped and signed boundary and topographic survey of both parcels that includes all utilities within the street and project area.
6. The site plan shall be modified to show the zoning districts of neighboring properties.
7. The applicant must obtain the following permits prior to construction: Storm Sewer Permit, General City Permit, and a Fence Permit.

cc: City Council Members
Justin Wood, City Engineer
Michael D. Altieri, P.E., BCA Engineers & Architects, 327 Mullin Street, Watertown, NY 13601