



ARCHITECTURE  
ENGINEERING  
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LAND SURVEYING

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William P. Plante, PLS  
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Scott W. Soules, AIA

November 17, 2015

Gregory F. Ashley, PLS  
Brandy W. Lucas, MBA

Justin Wood  
City of Watertown Engineering Department  
245 Washington Street  
Watertown NY, 13601

In Consultation  
Leo F. Gozalkowski, PLS  
Stephen W. Yaussi, AIA

Re: New York State Zoo at Thompson Park  
Otter Exhibit Addition Project  
**Site Plan Waiver Application**  
File: 2006-241.02

Dear Mr. Wood:

On behalf of the New York State Zoo at Thompson Park, enclosed please find an application for a waiver of site plan approval for the proposed Otter Exhibit Addition Project. The proposed project is located within the Thompson Park Zoo, on land leased to the New York State Zoo at Thompson Park by the City of Watertown. The project involves removing an existing 418 S.F. structure and replacing it with a 579 S.F. building addition, in the same location, attached to the Otter Exhibit mechanical building as well as fencing and minor site and utility work. The purpose of the building addition is to provide a more functional and larger off exhibit space for the animals. The proposed addition will overlay the existing concrete slab, re-use the fence enclosure that currently serves as the off exhibit space and result in a net increase in building size of 161 S.F. The proposed addition will be constructed in a similar architectural style to the existing building.

Included this submission are 10 complete sets of the application including this cover letter, the site plan waiver application, site concept plan, floor plan and mechanical/heating plan and exterior elevations and sections. In addition, a pdf copy of the entire site plan waiver application package has been emailed to the Planning Office.

If you have any questions, or require any additional information, please let me know.

Sincerely,  
GYMO Architecture, Engineering & Land Surveying, D.P.C.

Edward G. Olley Jr., AIA  
Principal, Director of Architecture

PC:



## CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

The applicant is responsible for completeness of application and inclusion of all required information.

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

### **A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:**

1. Is the use a one, two, or three family dwelling?  
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)  
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?  
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)  
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 4)
4. Is your proposed building the first on the lot?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (\*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

\* The City of Watertown Planning Board reserves the right to require Site Plan Review.

## **B. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS\***

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Application Form.
  - c. Full size copies of all required plans (24"x36"), including 1 stamped & signed original.
  - d. Engineering Report.
  
2. **13 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Application Form.
  - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
  
3. **An electronic (pdf) copy** of the entire site plan application package to include the following:
  - a. A single, combined pdf containing the cover letter, the site plan application form and the Engineering Report.
  - b. A single, combined pdf containing all of the plan sheets and drawings.
  - c. The pdf may be submitted via email to [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov) or on a CD.

Note: When Jefferson County Planning Board (239-M) Review is necessary, one additional full size set as described in # 1 above is required.

\*Planning Board Recommendation and City Council Approval is required for Site Plans.

## **C. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS\*\***

1. **2 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Waiver Application Form.
  - c. Full size copies of all required plans (24"x36"), including 1 signed original.
  
2. **8 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Waiver Application Form.
  - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
  
3. **An electronic (pdf) copy** of the entire site plan waiver application package to include the following:
  - a. A single, combined pdf containing the cover letter and the site plan waiver application form.
  - b. A single, combined pdf containing all of the plan sheets and drawings.
  - c. The pdf may be submitted via email to [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov) or on a CD.

\*\* Site Plan Approval of City Council may be waived by the City Planning Board.

D. Address submittals to:

Justin Wood, P.E.  
 City Engineer  
 Room 305, City Hall  
 245 Washington Street  
 Watertown, NY 13601

E. A **\$50.00** application fee must accompany the submittal.

A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.

Make checks payable to the City of Watertown.

F. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3<sup>rd</sup> Floor of City Hall.

G. 2015 Meeting Schedules.

CITY OF WATERTOWN PLANNING BOARD 2015 (1 <sup>ST</sup> TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2015 (1 <sup>ST</sup> & 3 <sup>RD</sup> MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2015 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 6	Dec. 23	Jan. 5, 20*		Jan. 27	Jan. 13
Feb. 3	Jan. 20	Feb. 2, 17*		Feb. 24	Feb. 10
March 3	Feb. 17	March 2, 16		March 31	March 17
April 7	March 24	Apr. 6, 20		April 28	April 14
May 5	April 21	May 4, 18		May 26	May 12
June 2	May 19	Jun. 1, 15		June 30	June 16
July 7	June 23	July 6, 20		July 28	July 14
Aug. 4	July 21	Aug. 3, 17		Aug. 25	Aug. 11
Sept. 1	Aug. 18	Sept. 8*, 21		Sept. 29	Sept. 15
Oct. 6	Sept. 22	Oct. 5, 19		Oct. 27	Oct. 13
Nov. 3	Oct. 20	Nov. 2, 16		Nov. 24	Nov. 10
Dec. 1	Nov. 17	Dec. 7, 21		Dec. 29	Dec. 15

\* = Meeting Date changed due to Holiday



1869

## CITY OF WATERTOWN SITE PLAN WAIVER

\*\* Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

### PROPERTY LOCATION

Proposed Project Name: Otter Exhibit Addition  
Tax Parcel Number: 12-30-101.000  
Property Address: 1 Thompson Park  
Existing Zoning Classification: Residential A

### OWNER OF PROPERTY

Name: City of Watertown  
Address: 245 Washington Street  
Watertown, NY 13601  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

### APPLICANT

Name: New York State Zoo at Thompson Park (Lesley Clark)  
Address: 1 Thompson Park  
Watertown, NY 13601  
Telephone Number: 315-782-6180  
Fax Number: 315-782-6192  
Email Address: \_\_\_\_\_

### ENGINEER / ARCHITECT / LAND SURVEYOR

Name: GYMO dpc  
Address: 220 Sterling Street  
Watertown NY, 13601  
Telephone Number: 315-788-3900  
Fax Number: 315-788-0668  
Email Address: ed@gymopc.com

**REQUIRED DRAWINGS:**

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

**ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)

NA  **COMPLETED PART I OF ENVIRONMENTAL ASSESSMENT FORM**

**SITE PLAN SKETCH**

Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets etc.

All proposed above ground features are shown and clearly labeled "proposed".

Land use, zoning, & tax parcel number are shown.

The Plan is adequately dimensioned including radii.

All vehicular & pedestrian traffic circulation is shown.

NA  Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.

NA  Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".

The north arrow & graphic scale are shown.

**GENERAL INFORMATION**

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

Explanation for any item not checked in the Site Plan Waiver Checklist. (Attach separate sheet with explanation and comments)

**SIGNATURE (ARCHITECT)**

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) E. K. OBEY JR. RIA *for* APPLICANT.

Applicant Signature  . Date: 17 NOV. 15

# OTTER EXHIBIT ADDITION NEW YORK STATE ZOO AT THOMPSON PARK ZOO

WATERTOWN, NEW YORK 13619

NOVEMBER 2015

LIST OF DRAWINGS

C-101 - SITE CONCEPT PLAN

A-101 - FLOOR PLAN & MECHANICAL / HEATING

A-201 - EXTERIOR ELEVATIONS & SECTIONS

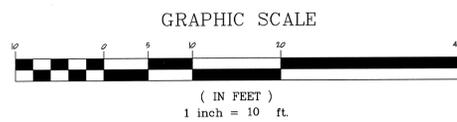
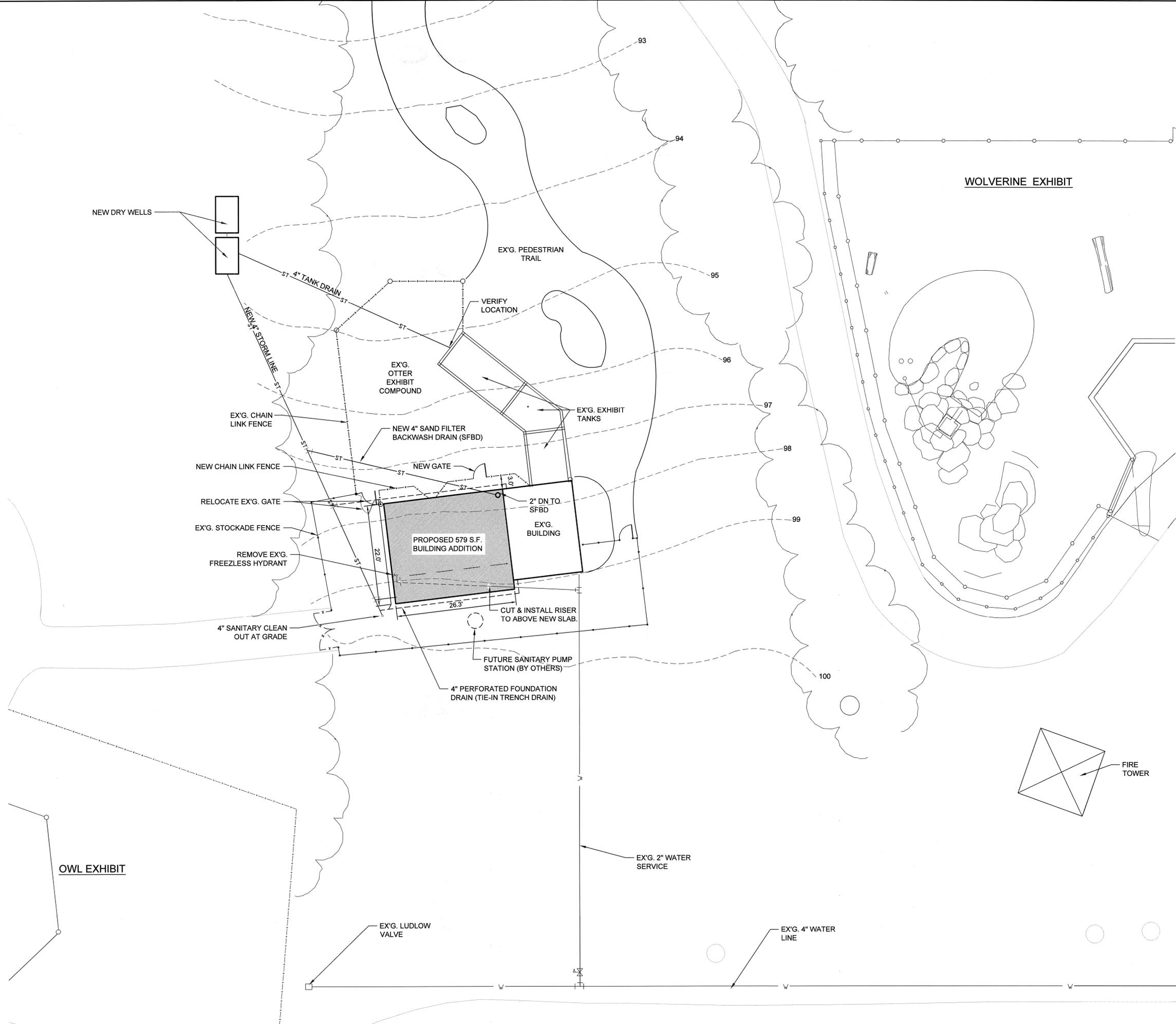
PREPARED BY:

 ARCHITECTURE  
ENGINEERING  
LAND SURVEYING  
220 Sterling Street, Watertown, New York 13601  
www.gymopc.com • (315) 788-3900



EDWARD G. OLLEY, A.I.A.

PLANNING DATA
LAND USE - PARKLAND / ZOO
CURRENT ZONING CLASSIFICATION - RESIDENTIAL A
PROPOSED ZONING - SAME
TAX PARCEL - # 12-30-101.000



230 Sterling Street  
Watertown, NY 13601  
Tel: (315) 788-8608  
Fax: (315) 788-8608  
www.gymopc.com

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**SITE CONCEPT PLAN**  
**OTTER EXHIBIT ADDITION**  
**N.Y.S. ZOO AT THOMPSON PARK**  
**WATERTOWN, NEW YORK 13601**

Project No:	2006-241.02
Scale:	AS NOTED
Date:	10-30-15
Drawn By:	MWL
Designed By:	MWL
Checked By:	EGO
Date Issued:	11-17-15
Drwg. No.	

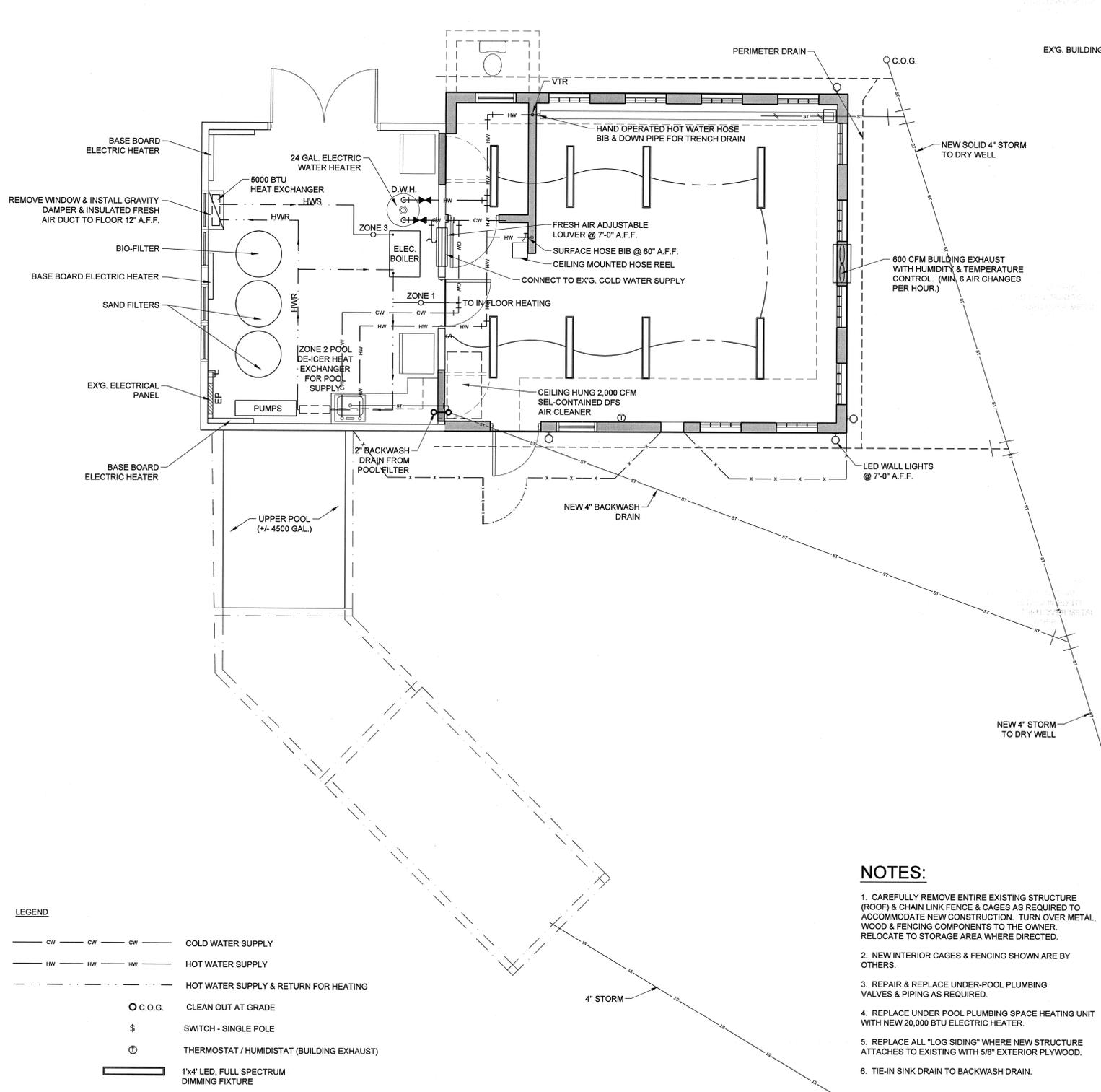
**C-101**



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FLOOR PLAN & MECHANICAL / HEATING  
**OTTER EXHIBIT ADDITION**  
**N.Y.S. ZOO AT THOMPSON PARK**  
**WATERTOWN, NEW YORK 13601**

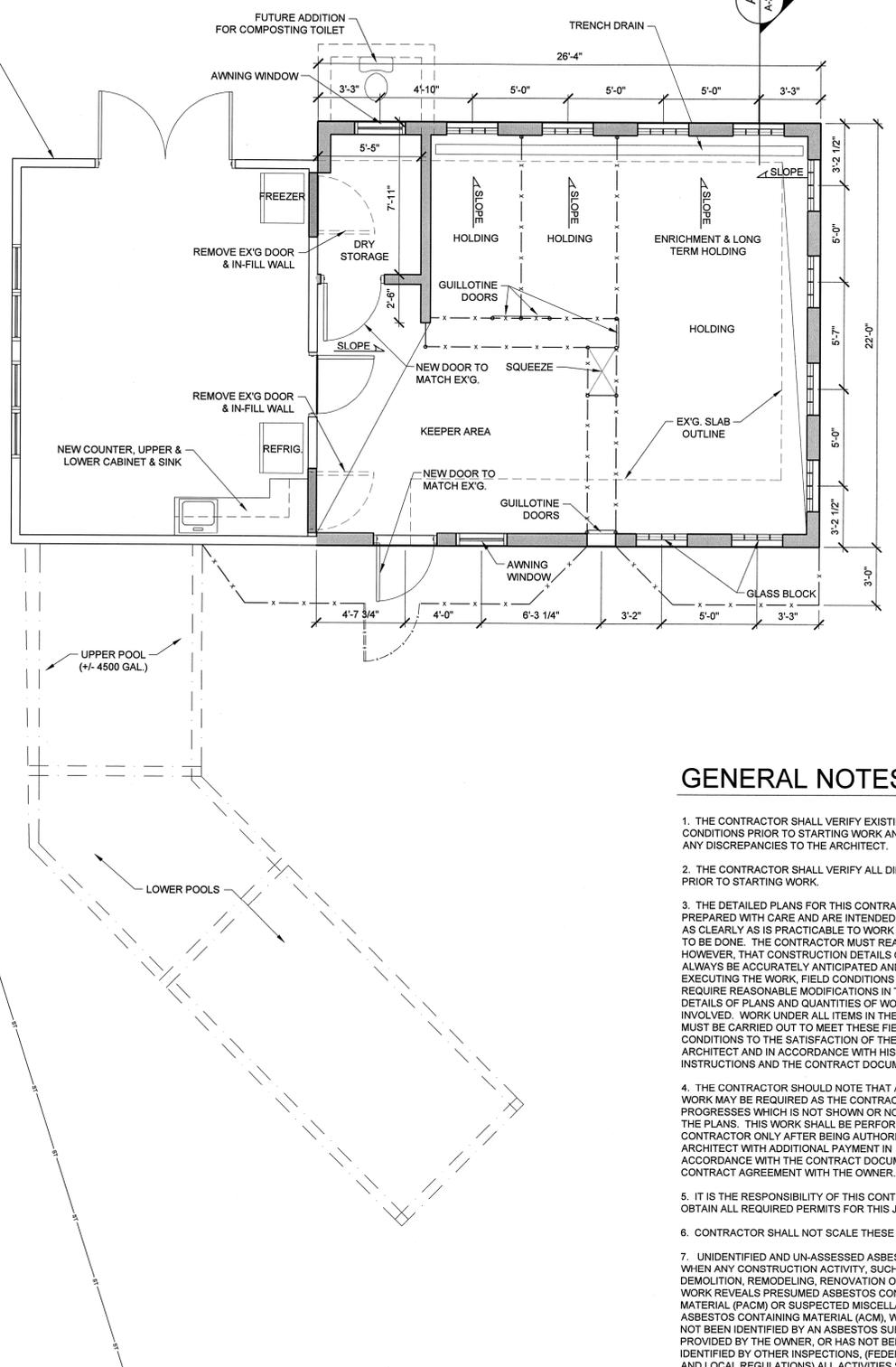
Project No:	2006-241A.02
Scale:	
Date:	9-20-15
Drawn By:	MWL
Designed By:	EGO
Checked By:	EGO
Date Issued:	11-17-15
Dwg. No.	



- LEGEND**
- CW — CW — CW — COLD WATER SUPPLY
  - HW — HW — HW — HOT WATER SUPPLY
  - - - - - HOT WATER SUPPLY & RETURN FOR HEATING
  - C.O.G. CLEAN OUT AT GRADE
  - ⌘ SWITCH - SINGLE POLE
  - Ⓢ THERMOSTAT / HUMIDISTAT (BUILDING EXHAUST)
  - ▭ 1x4' LED, FULL SPECTRUM DIMMING FIXTURE

**MECHANICAL / HEATING PLAN**  
SCALE: 1/4"=1'-0"

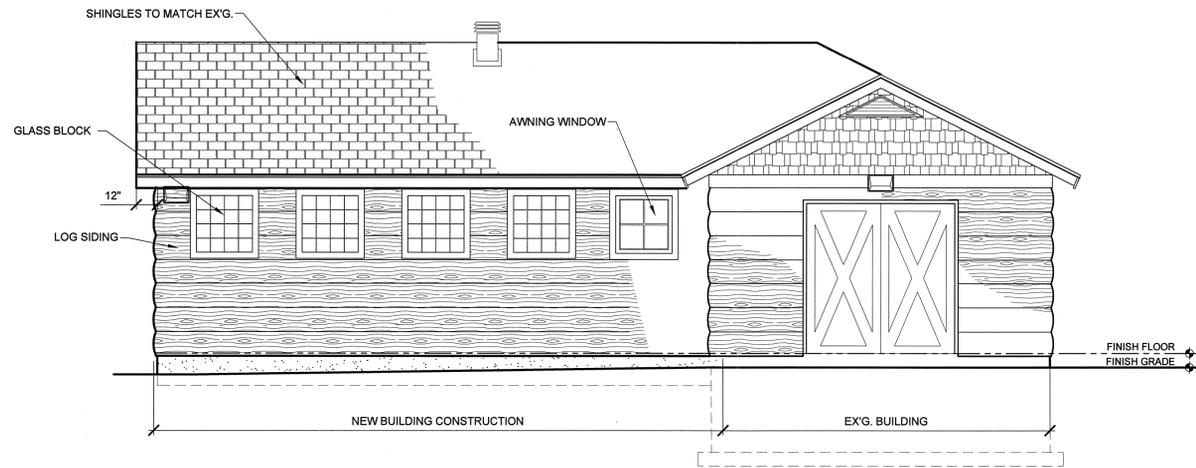
- NOTES:**
- CAREFULLY REMOVE ENTIRE EXISTING STRUCTURE (ROOF) & CHAIN LINK FENCE & CAGES AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION. TURN OVER METAL, WOOD & FENCING COMPONENTS TO THE OWNER. RELOCATE TO STORAGE AREA WHERE DIRECTED.
  - NEW INTERIOR CAGES & FENCING SHOWN ARE BY OTHERS.
  - REPAIR & REPLACE UNDER-POOL PLUMBING VALVES & PIPING AS REQUIRED.
  - REPLACE UNDER POOL PLUMBING SPACE HEATING UNIT WITH NEW 20,000 BTU ELECTRIC HEATER.
  - REPLACE ALL "LOG SIDING" WHERE NEW STRUCTURE ATTACHES TO EXISTING WITH 5/8" EXTERIOR PLYWOOD.
  - TIE-IN SINK DRAIN TO BACKWASH DRAIN.



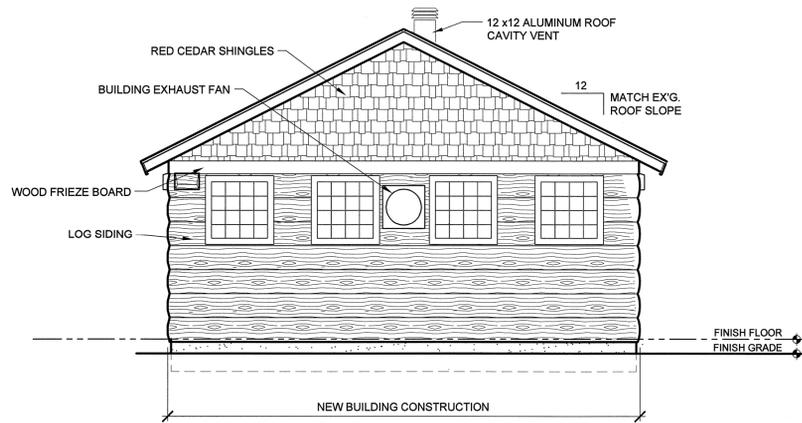
**CONCEPT PLAN**  
SCALE: 1/4"=1'-0"

**GENERAL NOTES**

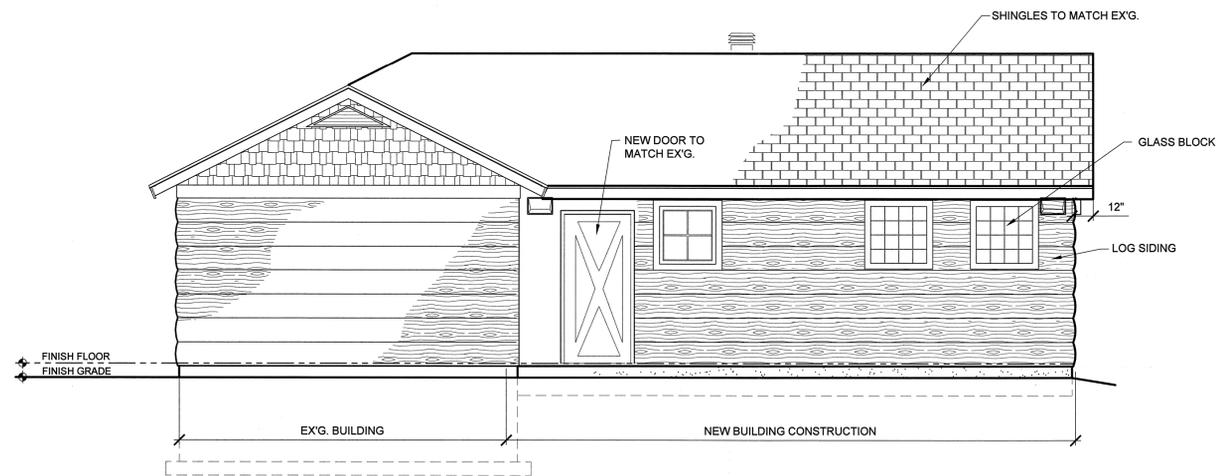
- THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO STARTING WORK AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO STARTING WORK.
- THE DETAILED PLANS FOR THIS CONTRACT HAVE BEEN PREPARED WITH CARE AND ARE INTENDED TO SHOW AS CLEARLY AS IS PRACTICABLE TO WORK REQUIRED TO BE DONE. THE CONTRACTOR MUST REALIZE, HOWEVER, THAT CONSTRUCTION DETAILS CAN NOT ALWAYS BE ACCURATELY ANTICIPATED AND THAT IN EXECUTING THE WORK, FIELD CONDITIONS MAY REQUIRE REASONABLE MODIFICATIONS IN THE DETAILS OF PLANS AND QUANTITIES OF WORK INVOLVED. WORK UNDER ALL ITEMS IN THE CONTRACT MUST BE CARRIED OUT TO MEET THESE FIELD CONDITIONS TO THE SATISFACTION OF THE ARCHITECT AND IN ACCORDANCE WITH HIS INSTRUCTIONS AND THE CONTRACT DOCUMENTS.
- THE CONTRACTOR SHOULD NOTE THAT ADDITIONAL WORK MAY BE REQUIRED AS THE CONTRACT PROGRESSES WHICH IS NOT SHOWN OR NOTED ON THE PLANS. THIS WORK SHALL BE PERFORMED BY THE CONTRACTOR ONLY AFTER BEING AUTHORIZED BY THE ARCHITECT WITH ADDITIONAL PAYMENT IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND CONTRACT AGREEMENT WITH THE OWNER.
- IT IS THE RESPONSIBILITY OF THIS CONTRACTOR TO OBTAIN ALL REQUIRED PERMITS FOR THIS JOB.
- CONTRACTOR SHALL NOT SCALE THESE DRAWINGS.
- UNIDENTIFIED AND UN-ASSESSED ASBESTOS: WHEN ANY CONSTRUCTION ACTIVITY, SUCH AS DEMOLITION, REMODELING, RENOVATION OR REPAIR WORK REVEALS PRESUMED ASBESTOS CONTAINING MATERIAL (PACM) OR SUSPECTED MISCELLANEOUS ASBESTOS CONTAINING MATERIAL (ACM), WHICH HAS NOT BEEN IDENTIFIED BY AN ASBESTOS SURVEY PROVIDED BY THE OWNER, OR HAS NOT BEEN IDENTIFIED BY OTHER INSPECTIONS, (FEDERAL STATE AND LOCAL REGULATIONS) ALL ACTIVITIES SHALL CEASE IN THE AREA WHERE THE PACM OR SUSPECT MISCELLANEOUS ACM IS FOUND. THE ARCHITECT/OWNER WILL BE IMMEDIATELY INFORMED, AND WORK IN THIS AREA SHALL NOT COMMENCE UNTIL SUCH TIME THAT THE MATERIAL HAS BEEN PROPERLY IDENTIFIED EITHER THROUGH SAMPLING AND LABORATORY ANALYSIS OR BY OTHER APPROPRIATE MEANS. IF THE MATERIAL IS POSITIVELY IDENTIFIED AS NOT CONTAINING ASBESTOS, THE CONTRACTORS WORK SHALL CONTINUE. IF THE MATERIAL IS FOUND TO CONTAIN ASBESTOS, A CERTIFIED ASBESTOS ABATEMENT CONTRACTOR MUST REMOVE THIS MATERIAL.



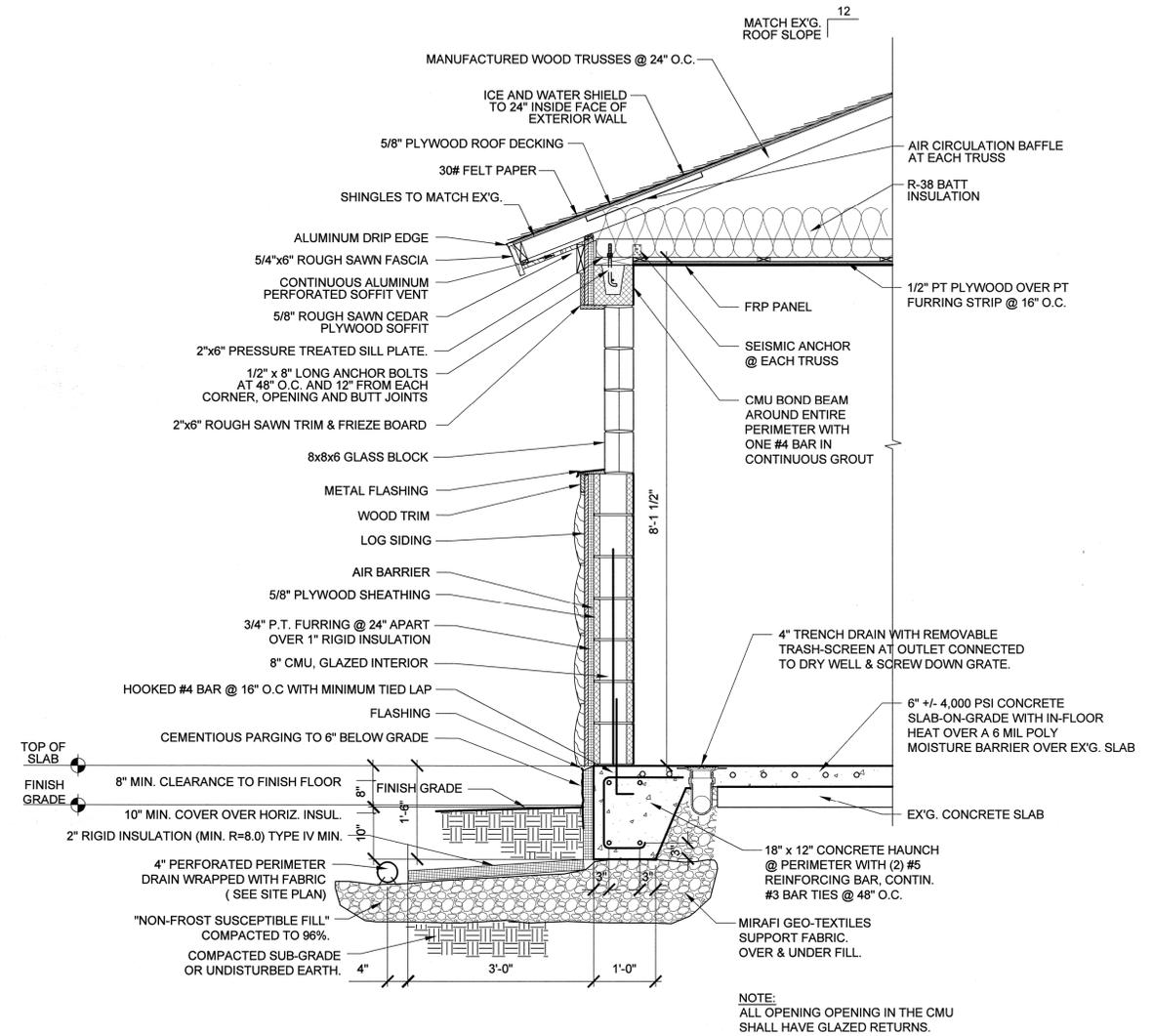
RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"



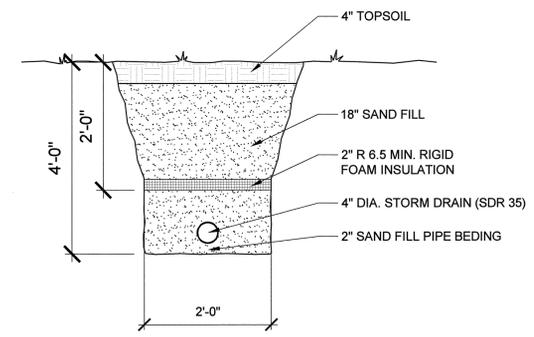
REAR ELEVATION  
SCALE: 1/4" = 1'-0"



LEFT ELEVATION  
SCALE: 1/4" = 1'-0"



A BUILDING SECTION  
A-201 SCALE=3/4"=1'-0"



B SECTION @ STORM PIPE  
A-201 SCALE=3/4"=1'-0"

200 Sterling Street  
Watertown, NY 13601  
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EXTERIOR ELEVATIONS & SECTIONS  
OTTER EXHIBIT ADDITION  
N.Y.S. ZOO AT THOMPSON PARK  
WATERTOWN, NEW YORK 13601

Project No:	2006-241A.02
Scale:	
Date:	9-20-15
Drawn By:	MWL
Designed By:	EGO
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A-201