



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Michael A. Lumbis, Planner

SUBJECT: Waiver of Site Plan Approval – 241 Coffeen Street

DATE: November 25, 2015

Request: Waiver of Site Plan Approval for the construction of a 1,200 square foot pre-fabricated cold storage building at 241 Coffeen Street, Parcel Number 7-04-124.000

Applicant: Jason Gilmore

Proposed Use: Cold Storage

Property Owner: Jason Gilmore

Submitted:

Property Survey: No

Preliminary Architectural Drawings: No

Site Plan: Yes

Preliminary Site Engineering Plans: No

Vehicle and Pedestrian Circulation Plan: No

Construction Time Schedule: No

Landscaping and Grading Plan: No

Description of Uses, Hours & Traffic Volume: No

SEQRA: Type II Action

County Review Required: No

Zoning Information:

District: Commercial

Maximum Lot Coverage: N/A

Setback Requirements: 20' front, 5' side, 25' rear

Buffer Zone Required: 15' front, 5' side and rear

Project Overview: The applicant proposes to construct a 1,200 square foot prefabricated cold storage building, occupying space that is currently a crushed stone parking area. Staff has processed this application as a Site Plan Waiver based on the size of the proposed building and the overall scope of the project. The Planning Board may waive site plan approval if it determines that this proposal meets the criteria for a waiver listed in Section 310-55 of the Zoning Ordinance:

- 1) Does not involve a change in the boundaries of the property, and
- 2) Does not represent the initial building on the property, and
- 3) Is minor and incidental in size to the existing building pattern, size and coverage on the property, but in no event shall exceed 2,500 square feet, and
- 4) Does not effectively change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property and is also otherwise consistent with all purposes of this chapter.

While this application has been reviewed as a site plan waiver, Staff feels that there are several site related issues that should be addressed as part of the project as detailed below.

Parking and Vehicular Circulation: Since the prefabricated building will be entirely used for storage space, no additional parking is needed for the building itself. The existing site has a large gravel parking lot and while no parking spaces are depicted on the plans, the existing parking is also adequate. The existing gravel parking lot also includes sufficient room for the one required loading space; however the loading space is not delineated on the plans.

The existing street margin and frontage of the property consists of asphalt and/or crushed stone, which has essentially created one continuous curb cut. The submitted site plan sketch does not depict any change in how or if the driveway entrances will be delineated. This proposal is unacceptable. Access points to properties need to be controlled from the City Streets and a single driveway entrance and curb cut needs to be shown on the plans. To help define the entrance and to provide an area for snow storage, the asphalt margin should be removed and restored to grass.

The applicant shall submit a revised plan for the site that is adequately dimensioned, including proposed driveway radii. The revised plan shall depict the parking area in front of the proposed building, including any areas of gravel and/or asphalt parking. The revised plan shall also depict the single driveway and curb cut extent, the grassed median and proposed landscaping.

Landscaping and Buffers: Existing landscaping at the site consists of a brush line along the southern and eastern property lines. The applicant is not proposing any new landscaping or buffers as part of the project. As noted above, the existing asphalt in the margin area should be removed and restored to grass to safely define the entrance to the site. Street trees should be planted in this area as well to discourage parking in the grassed median.

Drainage, Grading and Utilities: The applicant does not intend to add or modify any utilities to the parcel. Any minor grading work associated with the new building must be done in a way such that all drainage shall be maintained onsite and not directed to adjacent parcels.

SEQRA: A short EAF was submitted. Since the proposed construction and expansion of the facility involves less than 4,000 square feet of gross floor area and the action does not involve a change in zoning or a use variance and is consistent with local land use controls, the project is considered a Type II Action as defined by SEQR. Type II Actions do not require SEQR review, and the Short Environmental

Assessment Form does not need to be completed by the Planning Board for this project.

Other Comments: Approximately 6-7 sidewalk blocks along Coffeen Street are in disrepair and shall be replaced as part of the project to meet City sidewalk specifications.

The applicant owns the adjacent property at 249 Coffeen Street. Consideration should be given to assembling these two parcels.

The applicant must acquire the following permits prior to construction: Building Permit, Sidewalk Permit, and City Permit for any work within the City Right of Way.

Summary:

1. The applicant shall submit a revised plan that is adequately dimensioned including proposed driveway radii.
2. A single driveway entrance and curb cut shall be provided on the revised plans.
3. In order to define the location of the entrance and to provide an area for snow storage, the asphalt margin shall be removed and restored to grass and two street trees shall be planted that area.
4. Any minor grading work associated with the new building must be done in a way such that all drainage shall be maintained onsite and not directed to adjacent parcels.
5. The applicant shall replace 6-7 sidewalk blocks along Coffeen Street that are in disrepair to meet City sidewalk specifications.
6. PDFs of the entire drawings set shall be forwarded to the Engineering Department anytime revisions are made to the drawings.

cc: Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Jason Gilmore, 241 Coffeen Street