



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

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

SUBJECT: Waiver of Site Plan Approval – 1125 Arsenal Street

DATE: September 24, 2012

Request: Waiver of Site Plan Approval for the construction of a 1,050 square foot addition to a bank at 1125 Arsenal Street, parcel 9-16-121

Applicant: Rick Tague, Bernier & Carr

Proposed Use: Bank

Property Owner: Flanigan Plaza LLC

Submitted:

Property Survey: No	Preliminary Architectural Drawings: Yes
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: Yes (No if waived)
-----------------------	--

Zoning Information:

District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: Front 20', Rear 25', Side 5'	Buffer Zone Required: None

Project Overview: The applicant is proposing to build two additions to the existing bank located at the northwest corner of “Flanigan Plaza” at 1125 Arsenal Street. The additions combined will total 1,050 square feet. Additionally, the applicant will alter the roof configuration and modify the drive-through banking layout.

Parking: The applicant is eliminating two handicap accessible parking spaces, but will still provide 8 accessible spaces in the new layout. The plaza’s large parking area easily meets the minimums set forth in the ordinance.

The exit path for the drive through is not ideal. The applicant should consider eliminating a few parking spaces to allow a more direct exit from the drive through lanes, ideally lining up with one of the aisles in the adjacent parking area. Further, striping and arrows should be included to cue drivers to the correct exit path.

Landscaping: No landscaping is shown on the submitted plans. The applicant should attempt to meet the requirements of the Landscaping and Buffer Zone Guidelines set forth for “Existing Sites” by installing trees and other plantings in the Arsenal Street margin and at the perimeter of the parking lot wherever possible. Additionally, the applicant should consider adding several parking lot islands with trees.

Other Comments: The area marked as a dumpster on the plans appears to actually be a utility box.

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.

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.

Any proposed signage for the project will be handled as a separate matter through the Bureau of Code Enforcement.

Summary:

1. The applicant shall label the utility box appropriately.
2. The applicant shall revise the plan to show clear path back to Arsenal Street for vehicles exiting the drive-through.

3. The applicant shall provide landscaping which complies, to the greatest extent possible, with the Landscaping and Buffer Zone Guidelines—including a minimum of 5 street trees in the Arsenal Street southerly margin, spaced at roughly 40 feet on center.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Rick Tague, 327 Mullin St