



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 – 748 Starbuck Ave

DATE: December 31, 2014

Request: Waiver of Site Plan Approval for construction of an approximately 1,740 square foot cold storage building at 748 Starbuck Avenue, parcel 4-09-102.000

Applicant: Scott Weston / NY Air Brake

Proposed Use: Storage for manufacturing facility

Property Owner: JCIDA

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 (Unless waived)
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Zoning Information:

District: Heavy Industrial	Maximum Lot Coverage: NA
Setback Requirements: NA	Buffer Zone Required: NA

Project Overview: The applicant has begun construction of a small storage shed attached to the eastern rear side of their existing industrial building. The storage structure appears to be connected to the existing building via an overhead door opening, with a single 4' door opening to the outdoors. The shed will be built on an existing concrete pad.

This property has been the subject of two recent Planning Board reviews. A new loading dock and building addition were approved and constructed in 2013. A modification to the approved pedestrian circulation pattern was subsequently proposed and tabled by the Board in February 2014, after which the applicant never submitted revised plans.

Landscaping: No additional landscaping is proposed. The new structure is in an area not easily visible from the street. The site already has some landscaping installed along the street frontages.

Drainage: No drainage information was included. The applicant must depict the location of roof leaders and describe how roof runoff will be handled.

Utilities: The applicant does not depict any new utility services. There are some existing utility lines in the area which need to be depicted on the plan. Of particular concern is a 10" water main near the proposed shed.

Other Comments: The site plan included with this application is lacking in detail. There is no scale or north arrow indicated, property lines are not depicted, utilities are not depicted, and vehicular circulation is not shown. The applicant should revise the plans to include the required drawings and features listed in the site plan application guidelines.

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.

A Building Permit must be obtained from Code Enforcement before construction activity may commence.

Summary:

1. The applicant shall depict roof drainage and explain how roof runoff will be handled.
2. The applicant shall depict utilities in the vicinity of the new construction; specifically the 10" water main must be located and depicted on the plan.
3. The applicant shall revise the plans to include the required drawings and features listed in the site plan application guidelines.

cc: Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Scott Weston, PO Box 562, Watertown NY 13601