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21 February 2012

Mr. Justin Wood, P.E., Civil Engineer
City Engineering
City of Watertown
245 Washington Street
Watertown, New York 13601

Dear Mr. Wood,

This correspondence is in response to the February 7, 2012 Planning Board Meeting and the City of Watertown Planning Office comments of January 31, 2012.

Comment	Response
Parking: A plan showing the circulation and parking was not submitted, nor was one on file in City records. Based on site observations, it appears that 5 to 7 existing parking spaces will be eliminated by the new traffic pattern and curb cut. The area in front of the abandoned curb cut may be restriped to regain 2 or 3 spaces.	*Approximately five (5) spaces were eliminated from the parking area adjacent to Carthage Federal Savings and Loan.*
It is unclear if there is sufficient space for a drive aisle between the canopy and the eastern edge of the parking lot. The measurement to the curb is approximately 34 feet. However, perpendicular parking occurs in this area despite an apparent lack of marked spaces. The applicant must take measures to prevent parking in the area between the canopy and the curb, or otherwise maintain a two-way drive aisle connecting the two lobes of the parking lot. This may include modifying the curbing, installing signage and restriping.	*A no parking area is being proposed immediately to the north along the existing landscaping curb to prevent any circulation conflicts. See attached drawing.*
The proposed exit to Court Street is 18' wide. It is assumed that this will be a one way cut – the applicant will need to install signage to meet MUTCD standards.	*The proposed exit to Court Street is to be a one way cut; exit only. Signage will be provided in accordance with MUTCD standards.*
Lighting: No lighting plan was submitted. Presumably, some lighting will be installed underneath the canopy. Given the canopy height, and distance to neighboring properties, spillage across property lines is unlikely.	*Canopy lighting will be provided in accordance with banking standards for lighting levels, these lighting levels will be similar to what is currently installed at the existing canopy.*

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Comment	Response
Landscaping: No landscaping plan was submitted. The Site Plan indicated two street side plantings will be removed for the new curb cut, and on added at the abandoned curb cut. The applicant proposes a curbed apron w/ a visual barrier between the canopy and the dumpster area. Depending on the subsurface conditions, this may be an ideal place to plant 1-3 shade tolerant trees. The existing parking lot has no interior shade trees which are recommended by the Landscaping & Buffer Zone Guidelines. The proposed striped area just north of the canopy would be more attractive and durable as a curbed island with landscaping.	*As suggested, the proposed new curb was relocated to the west to avoid the removal of the street trees. At the abandoned curb cut, we are proposing a Little Leaf Linden to be planted in that location.* *We are proposing the landscaped area to include a flowering crab, a couple of Spirea as well as other bedding plants, which may include Hosta. We also welcome any suggestions from the Planning Office.* *The addition of a curbed and landscape area to the north of the canopy will create an obstacle for snow plowing and removal during the winter season. This can be discussed further with the City Engineering office prior to the issuance of the building permits and curb cut permits.*
Drainage and Grading: An existing manhole and catch basin are located near proposed new curb cut-these must be depicted on the plans. We prefer shifting the proposed cut westward to avoid having traffic over these structures (this would also prevent the removal of a tree). The sidewalk near the proposed cut is about 10' wide. This affords sufficient space to keep the back 5' of the sidewalk at a 2% cross slope, and ramp down the front 5' feet to meet the Court Street asphalt. A detail of this driveway layout shall be submitted to the City Engineer. (A separate curb cut permit will also be required).	*On the attached drawing C-100, you will see that we have shifted the proposed curb cut westward to avoid the structures and to preserve the existing tree.* *The change in elevation between the parking area and Court Street at the proposed curb cut location is approximately 1.1'; we do not foresee an issue with maintaining the 2% cross slope of the sidewalk and ramping down to the street level from the street side of the walk. We recognized that a separate permit is required.*

Comment	Response
The applicant must depict the existing grading and storm sewer layout on the plans. Ponded water is present near the proposed curb cut, so drainage and topography will need to be evaluated to prevent runoff from crossing the sidewalk. Installation of a new drainage structure may be necessary.	*As shown on the attached drawing C-100 a drainage structure is being proposed slightly east to the proposed curb cut.*
The plans must also depict the fate of the catch basin in the area of the existing curb cut. Will the base remain if that area is returned to grassy margin? How does it tie into the storm sewer network.	*As shown on the attached drawing C-100, the existing catch basin will remain. The landscaping curb will include a offset to allow the storm water to flow to the existing basin.*
Summary: The following lists several key issues that should be addressed:	
1) The applicant shall stripe the asphalt and install no parking signage between the proposed canopy and the eastern edge of the parking lot (in order to maintain a two-way traffic aisle between the two sections of the parking area.	*1) This has been added to the attached drawing C-100*
2) The applicant shall install a "one-way" sign or others in accordance with MUTCD standards at the proposed exit to Court Street.	*2) The proposed signage location is shown on the attached drawing C-100. Signage will be in compliance with MUTCD Standards.*
3) The existing sidewalks shall be called out for replacement at both the proposed curbed and existing curb.	*3) As shown on the attached drawing C-100, the existing sidewalks are shown to be removed and replaced as part of this project.*
4) The applicant shall plant 1 to 3 shade tolerant trees in the proposed curb apron between the drive-through and the dumpster area.	*4) Landscaping will be provided in the curbed apron area. As stated above the plantings are anticipated to be a flowering crab, spirea and bedding plants. There is concern for planting trees too close to the building which could hold moisture or could damage the building if the trees a too large. We welcome any suggestions from the Planning Office.*

Comment	Response
Summary (continued)	
5) The applicant shall shift the proposed curb cut approximately 5' to 10' westward in order to avoid the destruction of the easterly street tree currently slated for removal and the disturbance of the storm sewer hardware in this area.	*5) The attached drawing C-100 reflects this modification.*
6) The applicant shall provide grading and drainage plans and reports related to the catch basins and storm sewer in the vicinity of the new and existing curb cuts. The plans must show topography, any existing sewer network, and any proposed changes. The drainage and grading plan must be approved by the City Engineer prior to the issuance of the Certificate of Occupancy.	*6) We have attached drawing C-100 which supplements the previous information submitted (on January 24, 2012) to the City Engineering office. Drawing C-100 provided the existing topography and underground utility information. As shown on the attached, we are proposing an additional catch basin which will tie into the existing storm network. The proposed project is not anticipated to impact the overall grading of the site. There will be minor grade modifications and blending of the asphalt parking areas to match the existing surrounding surfaces.*

It is our belief that no further information is required prior to your approval. We, as well as the Carthage Federal Savings & Loan, look forward to site plan approval.

Should you have any further questions, please do not hesitate to contact our office

Very truly yours,

BERNIER, CARR & ASSOCIATES

Mari L. Cecil, A.I.A, C.S.I
Vice President

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