



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 – 131 Moore Ave

DATE: April 30, 2013

Request: Waiver of Site Plan Approval for the construction of an 800 square foot building addition and a 960 square foot storage shed at 131 Moore Ave, parcel 12-16-208

Applicant: Vaughn Shoen

Proposed Use: Office, storage

Property Owner: Faith Fellowship of Watn Inc

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: Yes

SEQRA: Type II Action	County Review Required: No
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Zoning Information:

District: Residence B	Maximum Lot Coverage: 35%
Setback Requirements: 20, 5, 25	Buffer Zone Required: None

Project Overview: The applicant proposes to construct an 800 square foot building addition for use as an office, and a 960 square foot storage shed.

Parking: The parking requirements of the existing building are unknown. Classroom space has no parking requirement, but assembly spaces and offices do. The proposed office would require 4 spaces.

The applicant has indicated verbally that the building is used entirely for school activities, but includes a 325-seat assembly area. By § 310-46, 16,250 square feet of parking is required for the assembly space. Adding 4 spaces at 300 square feet each brings the total requirement to 17,450.

Using aerial imagery, the estimated site area currently devoted to parking is 39,004 square feet, easily exceeding the requirement.

Landscaping: No additional landscaping is proposed.

Other Comments: The existing storage building is depicted with a 10' offset to the nearby fence. In reality it is closer to 5'. This will not likely interfere with the applicant's plans, as the side yard setback is also 5 feet.

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.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Vaughn Shoen, 131 Moore Ave