



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

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

TO: Planning Board Members

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

SUBJECT: Site Plan Approval – 491 Eastern Blvd., Church Addition

DATE: September 25, 2012

Request: Site Plan Approval for the construction of a 12,500 square foot multi-use addition to an existing church, plus parking lot and landscaping at 491 Eastern Boulevard, parcel 5-26-103.007

Applicant: Steven Olmstead, PE

Proposed Use: Gymnasium, classrooms

Property Owner: Parkside Bible Church

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: Yes, October 30th meeting

Zoning Information:

District: Light Industrial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: 5-15' along S and W lines

Project Overview: The applicant is requesting approval of plans for the construction of an addition to the existing church at 491 Eastern Boulevard. The parking lot will also be expanded, and new utilities will be installed.

Parking: The applicant has not provided sufficient information to assess parking compliance. The Board should require that the applicant submit preliminary floor plans, and a breakdown of uses and square footages—including both the existing building and the proposed addition. Because the standard for assembly spaces is enumerated per seat, the applicant must also provide seating counts for any dedicated assembly areas.

The following is a summary of standards that may apply to this project:

- Assembly Space: 200 square feet of parking (1 space) for each 4 seats
- Gymnasium: 2 spaces for each 1,000 square feet of floor area
- Classroom: None required

- Office/Kitchen/Dining Space: 5 spaces for each 1,000 square feet of floor area

Lighting: Wall packs will be installed on the north side of the addition, and two light poles will be installed in the new parking lot to the east. Photometry shows that no spillage across property lines will occur.

Drainage & Grading: The applicant proposes grading the northwest corner of the lot to provide a detention basin. Two swales will also be installed to channel runoff to the basin. The basin's 100 year overflow is directed to the drainage ditch along the Huntington Street margin. The spillway is west of the street's high point, so overflow would be directed to the west. The existing parking lot will continue to sheet flow into the Eastern Boulevard drainage ditch.

The applicant must state the acreage of the disturbed area. If this exceeds 1.0 acres, the applicant must provide copies of the SWPPP and related correspondence with NYSDEC.

Water: The applicant is installing new water service to the 16" main on Huntington Street. The applicant must depict the Huntington Street main to the limits of the property. The church's existing service must also be shown.

Sewer: The applicant will install a new sewer lateral across Huntington Street. The applicant must provide a pipe crossing detail in accordance with the Ten States Standards. The 6" sanitary pipe will have to be constructed of pressure pipe material able to handle 150 psi. The sanitary pipe must be centered over the water main so that the sewer pipe joints are equidistant and concrete encased.

It is unclear whether the existing septic system at the southeast corner of the lot will be abandoned, or continue to serve the existing portion of building. The applicant must clarify their intentions with regard to this septic system. If it is to be abandoned, the applicant must specify removal and/or infill with stone or sand.

The manhole details must be revised to show rubber boot connections only to the sewer pipe.

Landscaping: The installation of the addition and parking lot will require the removal of 20 to 25 trees, including a 40" oak and numerous other mature trees. Brush will be cleared from the northwest corner of the site to make space for the detention basin.

No landscaping plan was provided. The applicant must provide a landscaping plan, including a depiction of the quantity, species, and size of the proposed removals. New plantings should be included around the perimeter and in the islands of the parking lot (1 tree for each 15 spaces), and along property lines and street margins where applicable.

Miscellaneous: The access drive across the north side of the addition must be at least 20' wide, and should either be extended to Huntington Street, or supplemented with a fire apparatus turn-around. Further comment from Code Enforcement is forthcoming.

The applicant must add "one-way" and "do not enter" signs as appropriate to the proposed driveway along the addition.

The applicant must provide a wet-stamped copy of the boundary and topographic survey. This map must be signed by a licensed surveyor.

The survey must be revised so that elevation contour lines are more visible. The vertical datum must be changed to NGVD29 or NAVD88.

The applicant must show a proposed construction entrance on the plan, and provide a detail.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Permit, Building Permit, and General City Permit for work in the right-of-way.

Summary:

1. The applicant shall submit preliminary floor plans, and a breakdown of uses and their square footage—including both the existing building and the proposed addition. The applicant must also provide seating counts for any dedicated assembly areas.
2. The applicant shall state the acreage of the disturbed area. If this exceeds 1.0 acres, the applicant must provide copies of the SWPPP and related correspondence with NYSDEC.
3. The applicant shall depict the Huntington Street water main to the limits of the property, and show the church's existing service.
4. The applicant shall clarify their intentions with regard to the septic system. If it is to be abandoned, the applicant must specify removal and/or infill with stone or sand.
5. The applicant shall revise the manhole details to show rubber boot connections only to sewer pipe.
6. The applicant shall provide a landscaping plan, including a depiction of the quantity, species, and size of the proposed tree removals.
7. The applicant shall provide new tree plantings around the perimeter and in the islands of the parking lot (minimum 1 tree for each 15 spaces), and along property lines and street margins where applicable, prior to issuance of a Certificate of Occupancy.
8. The access drive across the north side of the addition shall be at least 20' wide, and shall either be extended to Huntington Street, or supplemented with a fire apparatus turn-around at the northwest corner of the new parking area.
9. The applicant shall provide "one-way" and "do not enter" signs as appropriate to the proposed driveway along the addition.
10. The applicant shall provide a wet-stamped copy of the boundary and topographic survey. This map must be signed by a licensed surveyor.
11. The survey and site plans shall be revised so that elevation contour lines are more visible, and the vertical datum shall be changed to NGVD29 or NAVD88.
12. The applicant shall depict a proposed construction entrance, and provide a detail.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Steven Olmstead, PO Box 870, Carthage 13619