



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 – 940 Arsenal Street

DATE: September 24, 2012

Request: Waiver of Site Plan Approval for the construction of an 845 square foot addition to the existing building at 940 Arsenal Street, parcel 8-05-105.100

Applicant: Michael Aubertine, Aubertine & Carrier

Proposed Use: Retail

Property Owner: OKS Realty LLC

Submitted:

Property Survey: Yes	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)
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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 proposes to construct an 845 square foot enclosure for a stair and ramp access to the building's basement. The building currently houses a liquor store, and the newly accessible space will be used for an additional retail outlet. Roughly half of the basement will remain as a storage area.

Parking: Parking count and layout will be largely unchanged—the current count exceeds requirements. The drive aisle between the building's south corner and Arsenal Street will become narrow due to the addition, down to 18' feet at the tightest spot. The applicant should add painted lanes with arrows for this driveway, or consider marking it as one way. The parking space numbered 29 on the provided plan should be removed.

Landscaping: In 2008, the Planning Board approved a Waiver for this site. One of the conditions on that Waiver required “plantings in the grass areas on the Arsenal Street side of the property on both sides of the main entrance.” These plantings have not been installed.

Staff recommends that the Board require four new street trees along the Arsenal Street frontage, in order to better conform to the Landscaping and Buffer Zone Guidelines. The applicant may coordinate with the Planning Office to identify acceptable locations and species.

Other Comments: The dumpsters must be relocated so that they are at least 15 feet from any property line. Alternatively the applicant can obtain written consent of the neighboring property owner to leave the dumpsters in place.

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 add striping and arrows to the driveway between the building and Arsenal Street, or alternatively mark this driveway as one way, or widen it.
2. The applicant shall remove parking space #29.

3. The applicant shall install at least 4 street trees along Arsenal Street prior to the issuance of a Certificate of Occupancy.
4. The applicant shall relocate the dumpsters so that they are at least 15 feet from any property line, or obtain written consent of the neighboring property owner to leave them in place.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Michael Aubertine, 522 Bradley St