



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 – 1838 State Street

DATE: September 30, 2014

Request: Waiver of Site Plan Approval for construction of an approximately 2,400 square foot parking area at 1838 State Street, parcel 12-19-102

Applicant: Anthony Neddo

Proposed Use: Parking for law office

Property Owner: 1838 State Street LLC

Submitted:

Property Survey: No	Preliminary Architectural Drawings: No
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: Neighborhood Business	Maximum Lot Coverage: 40%
Setback Requirements: 20' F, 5' S, 25' R	Buffer Zone Required: 5-15' rear

Project Overview: The applicant is in the process of converting a house into a small office for a law practice. The building modifications do not require Planning Board review.

Parking: The applicant is expanding the parking area to provide additional parking for clients and visitors. An existing single-lane driveway will be utilized to connect to State Street. The proposed parking area is currently a lawn with a few large shrubs.

The applicant will be required by code to include at least one handicap parking space. The applicant must revise the plan to show striping and signage. A ramp to the entrance will also be required, and should be depicted on the site plan.

Landscaping: No additional landscaping is proposed. The applicant should maintain the existing trees and plantings on site, where they do not conflict with the proposed parking expansion.

Drainage: The proposed lot does have any grading shown on the plan. The lot should be sloped downward toward the rear of the lot to prevent runoff from exiting the applicant's property.

Utilities: The applicant does not depict any new utility services.

Other Comments: The site has no pedestrian access. The sidewalk on the south side of State Street is missing from the Children's Home to the creek. However, due to the length of this gap, requiring installation of a sidewalk is unwarranted at this time.

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.

Summary:

1. The applicant shall depict handicap parking space(s) as required by building code.
2. The applicant shall depict striping for the parking spaces.
3. The applicant shall depict an accessibility ramp to the main entrance.
4. All runoff shall be maintained on site.

cc: Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Anthony Neddo, 230 Franklin Street