

**Quicklee's Convenient Store**  
**Renovation / Addition / Drive-thru**

1279 Coffeen Street  
City of Watertown  
Jefferson County, New York

**10/14/13**

**Project Narrative**



**Introduction**

Quicklee's is proposing a renovation, addition and drive-thru improvements at their existing location on the corner of College Heights and Coffeen Street in the City of Watertown. This summary is an explanation of the proposed improvements.

**Project Description**

The proposed reinvestment project consists of interior and exterior renovations to the existing building and a 1090 SF +/- addition. The building façades will be updated to provide a clean and consistent look. A drive-thru service area is proposed with circulation around the building. In addition, Quicklee's is proposing to modify sidewalks and parking spaces around the building as shown on the site plan to ensure ADA compliance. Some minor curb replacement and line striping is also proposed.

**Building**

Building architecture will include: Straight parapet walls, brick accents, a canopy awning and vinyl shakes with accent moldings.

**Site**

There will be some new landscaping on the parcel and grass will be established in the disturbed area. All proposed driving and parking areas will be paved, signed and clearly striped as proposed.

**Access**

The existing accesses to Quicklee's will remain unchanged. No work in the right-of-way is proposed.

**Stormwater**

The existing stormwater drainage (sheet flow) appears to be functioning as designed and no changes are proposed. The proposed improvement slightly increases hard surfaces. The parking area, access drives and landscaped area have been designed with adequate pitch to reduce the possibility of ponding. The site will be permanently stabilized with pavement or landscaping to reduce the risk of soil erosion.

### **Utilities**

All existing utilities are to remain. No new utilities are proposed.

### **Existing and proposed sanitary sewer estimates**

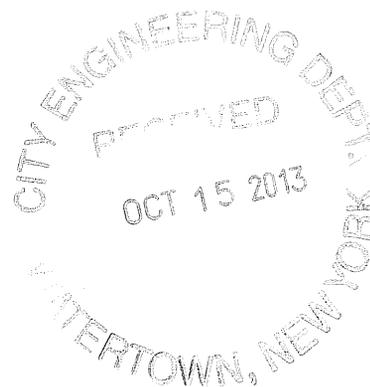
A brand name tenant and drive-thru will increase water usage due to coffee sales but actual sanitary volume is only expected to increase 50 gallons per day. No cooking or baking will occur on site.

### **Traffic Impact**

All existing driveways and on site traffic circulation will remain the same

### **Lighting**

There are two existing pole lights that will be relocated as part of the site design. Additionally, once the diesel canopy is removed two additional pole lights will be added to supplement the lighting on the site in that area.



July 26, 2013

City of Watertown  
Room 105, City Hall  
Watertown, NY 13601



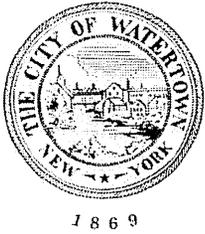
To Whom It May Concern:

PS Bruckel, Inc., PEMM, LLC does hereby authorize Bohler Engineering with offices at 5 Computer Drive West, Suite 203, Albany, New York 12205, to apply for and represent PS Bruckel, Inc., PEMM, LLC in filing of any applications for required permits and/or approvals for the construction, operation and maintenance of the QuickLees 1279 Coffeen Street, Watertown, New York. This authorization also includes, but is not limited to, appearing before any governmental agency at general meetings or public hearings addressing such construction/improvement of said QuickLee's.

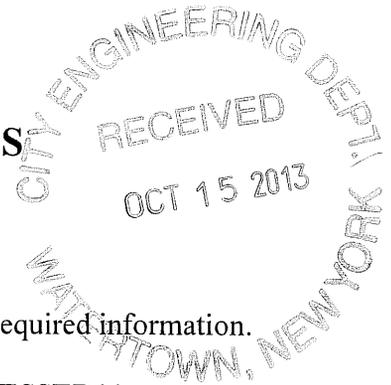
Sincerely,

A handwritten signature in black ink, appearing to read "Ken Perelli".

Ken Perelli  
PS Bruckel, Inc., PEMM, LLC  
Operations & Development Manager  
2697 Lakeville Rd., Ste 1  
Avon, NY 14414  
Phone: 585-226-3661  
Cell: 585-303-9925  
Fax: 585-226-3708  
Email: [kperelli@psbruckel.net](mailto:kperelli@psbruckel.net)



## CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS



The applicant is responsible for completeness of application and inclusion of all required information.

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

### A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?  
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)  
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?  
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)  
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 4)
4. Is your proposed building the first on the lot?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (\*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

\* The City of Watertown Planning Board reserves the right to require Site Plan Review.



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## CITY OF WATERTOWN SITE PLAN APPLICATION

\*\* Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

### PROPERTY LOCATION

Proposed Project Name: Quicklee's Convenient Store  
Tax Parcel Number: 840101.006  
Property Address: 1279 Coffeen Street, Watertown  
Existing Zoning Classification: \_\_\_\_\_

### OWNER OF PROPERTY

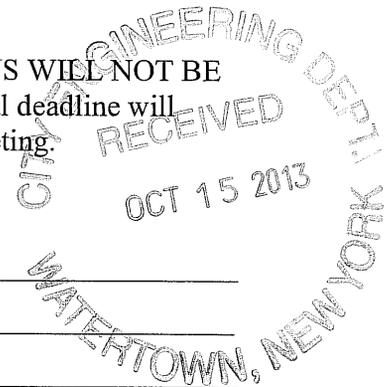
Name: PS Bruckel Inc, PEMM LLC  
Address: 2697 Lakeville Road, Ste 1  
Avon, New York 14414  
Telephone Number: 585-226-3661  
Fax Number: 585-226-3708

### APPLICANT

Name: PS Bruckel Inc, PEMM LLC  
Address: 2697 Lakeville Road, Ste 1  
Avon, New York 14414  
Telephone Number: 585-226-3661  
Fax Number: 585-226-3708  
Email Address: \_\_\_\_\_

### ENGINEER/ARCHITECT/SURVEYOR

Name: Bohler Engineering, Scott Shearing  
Address: 5 Computer Drive West, Ste 203  
Albany NY 12205  
Telephone Number: 518 468-9900  
Fax Number: 518 438 0900  
Email Address: sshearing@bohlereng.com



## OPTIONAL MATERIALS:

VIA  
EMAIL

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS. This will assist the City in keeping our GIS mapping up-to-date.**

## REQUIRED MATERIALS:

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF):  
<http://www.dec.ny.gov/permits/6191.html>
- ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)
- BOUNDARY & TOPOGRAPHIC SURVEY**  
(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.)
  - All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
  - 1' contours are shown & labeled with appropriate spot elevations.
  - All existing features on and within 50 feet of the subject property are shown and labeled.
  - All existing utilities on and within 50 feet of the subject property are shown and labeled.
  - All existing easements and/or right-of-ways are shown and labeled.
  - Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.
  - The north arrow & graphic scale are shown.
- DEMOLITION PLAN** (If Applicable)
  - All existing features on and within 50 feet of the subject property are shown and labeled.
  - All items to be removed are labeled in darker text.

## ■ SITE PLAN

- All proposed above ground features are depicted and clearly labeled.
- All proposed features are clearly labeled “proposed”.
- All proposed easements & right-of-ways are shown and labeled.
- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
- The north arrow & graphic scale are shown.

## ■ GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1’ existing contours are shown dashed & labeled with appropriate spot elevations.
- 1’ proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

- Sediment & Erosion control are shown & labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

#### ■ UTILITY PLAN

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, “All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided.”

#### ■ LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City’s Zoning Ordinance.
- **Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

#### ■ PHOTOMETRIC PLAN (If Applicable)

RELOCATE EXISTING

- All proposed above ground features are shown.
- Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

## ■ CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
- The following note must be added to the drawings stating:  
“All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department.”

## NA ■ PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

## ■ ENGINEERING REPORT

**\*\* The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary

**■ GENERAL INFORMATION**

**■ ALL ITEMS ARE STAMPED & SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.**

*NA*  If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

*NA*  \*\* If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

*NA*  \*\* If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

\*\* When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

**■ Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.**

**■ Plans have been collated and properly folded.**

*NA* **■ If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.**

Proposed Street Name: not applicable

**■ Explanation for any item not checked in the Site Plan Checklist.**  
all items that are not checked are not applicable to the project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

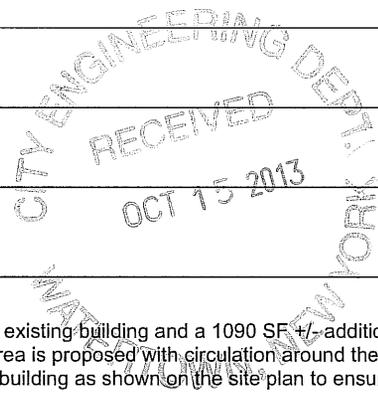
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Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

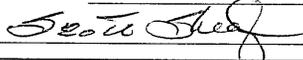
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

|  |  |                         |  |
|--|--|-------------------------|--|
| <b>Part 1 - Project and Sponsor Information</b>  |  |                         |  |
| Quicklee's Convenient Store  |  |                         |  |
| Name of Action or Project:<br>Renovation, addition, drive-thru improvements  |  |                         |  |
| Project Location (describe, and attach a location map):<br>1279 Coffeen Street, Watertown NY   |  |                         |  |
| Brief Description of Proposed Action:<br>The proposed reinvestment project consists of interior and exterior renovations to the existing building and a 1090 SF +/- addition. The building façades will be updated to provide a clean and consistent look. A drive-thru service area is proposed with circulation around the building. In addition, Quicklee's is proposing to modify sidewalks and parking spaces around the building as shown on the site plan to ensure ADA compliance. Some minor curb replacement and line striping is also proposed. |  |                         |  |
| Name of Applicant or Sponsor:<br>PS Bruckel Inc, PEMM LLC  |  | Telephone: 585-226-3661 |  |
|  |  | E-Mail:                 |  |
| Address:<br>2697 Lakeville Road, Ste,1   |  |                         |  |
| City/PO:<br>Avon, NY 14414   |  | State:                  | Zip Code:  |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.   |  |                         | NO<br><input type="checkbox"/><br>YES<br><input checked="" type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:<br>City of Watertown Planning Board   |  |                         | NO<br><input type="checkbox"/><br>YES<br><input checked="" type="checkbox"/> |
| 3.a. Total acreage of the site of the proposed action?   |  | _____ 1+/- acres        |  |
| b. Total acreage to be physically disturbed?   |  | _____ .3 acres          |  |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?   |  | _____ 1+1 acres         |  |
| 4. Check all land uses that occur on, adjoining and near the proposed action.  |  |                         |  |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)<br><input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other (specify): <u>Highway</u><br><input type="checkbox"/> Parkland   |  |                         |  |





|  |                                     |                          |
|--|-------------------------------------|--------------------------|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?<br>If Yes, explain purpose and size: _____<br>_____ | NO                                  | YES                      |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe: _____<br>_____   | NO                                  | YES                      |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: _____<br>_____   | NO                                  | YES                      |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>   |                                     |                          |
| Applicant/sponsor name: <u>Scott Shearing</u>  |                                     | Date: <u>10/14/13</u>    |
| Signature: <u></u>  |                                     |                          |

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

|  | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?  | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 2. Will the proposed action result in a change in the use or intensity of use of land?   | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 3. Will the proposed action impair the character or quality of the existing community?   | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                      | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?            | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 7. Will the proposed action impact existing:   |                               |                                    |
| a. public / private water supplies?  | <input type="checkbox"/>      | <input type="checkbox"/>           |
| b. public / private wastewater treatment utilities?  | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?                                   | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                     | <input type="checkbox"/>      | <input type="checkbox"/>           |

|   | No, or small impact may occur | Moderate to large impact may occur |
|---|-------------------------------|------------------------------------|
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 11. Will the proposed action create a hazard to environmental resources or human health?                        | <input type="checkbox"/>      | <input type="checkbox"/>           |

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

|  |  |
|--|--|
| <input type="checkbox"/>                                 | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. |
| <input type="checkbox"/>                                 | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.   |
| _____  | _____  |
| Name of Lead Agency                                      | Date   |
| _____  | _____  |
| Print or Type Name of Responsible Officer in Lead Agency | Title of Responsible Officer   |
| _____  | _____  |
| Signature of Responsible Officer in Lead Agency          | Signature of Preparer (if different from Responsible Officer)  |

**PRINT**