



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

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TO: Norman J. Wayte II, Chairman, Planning Board

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

SUBJECT: Site Plan Approval – 595 West Main Street

DATE: November 23, 2009

Request: Amended Site Plan Approval for a 5,793 sq ft addition at 595 West Main Street, Parcel Numbers 01-14-121.002, 01-14-121.003, and 01-14-126.

Applicant: Rick Tague, of Bernier, Carr & Associates on behalf of James Scordo of the CREDO Community Center.

Proposed Use: Offices

Property Owner: CREDO Community Center

Submitted:

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

SEQRA: Unlisted Action	County Planning Board Review Required: Yes
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Zoning Information:

District: Light Industry	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: 5-15 ft along residential

Project Overview: The site plan that was previously approved is similar to this submission; however CREDO has purchased the Peterson property located to the south of the property to allow for more parking and extra green space as well. It was discovered after the approval that there was a mistake with the size of the parking spaces that were adjacent to the rear of the building and adjustments needed to be made. Therefore, once the Peterson property was purchased the applicant decided to submit a site plan amendment showing the appropriate parking and green space on the newly acquired lot.

Parking: The applicant has addressed the parking issue and has 53 parking spaces shown for the property, which meets the requirements from the Zoning Ordinance. The site plan however shows only 2 handicapped parking spaces and 3 must be provided according to ADA regulations. The applicant should ensure that a third handicapped parking space will be provided with a 5 foot minimum aisle and required signage.

Grading, Drainage and Utilities: The applicant must coordinate with NYS DEC in regard to the stormwater outfall to the Black River and copy the City on all correspondence.

Lighting: The applicant should provide an updated Photometric Plan showing the reduction in lighting levels onto the adjacent Desrosier Residence located at 575 Main Street due to the addition of a back shield on the light pole.

Landscaping: The applicant has added an extensive landscaped area along the southeast edge of the parking lot. The landscaped area provides screening for the rear of the Derosier property, which was the subject of discussion at the previous Planning Board meeting. In addition to trees, the landscaped area includes a walkway, seating area and decorative fencing, creating a park like area along the river. To the southwest of the proposed addition, along the edge of the parking lot, the applicant has also included a lawn area with trees that will enhance the lot and serve to capture some of the stormwater runoff coming from this section of the parking area.

Other Comments: Final approval for this application will be given by the City Council after a recommendation from the Planning Board.

The applicant should file the appropriate paperwork with the County to ensure that all three parcels in question, 01-14-121.002, 01-14-126, and 01-14-121.003, are assembled into one property.

Any proposed signage for the project will not be approved as part of the site plan submission. Any proposed signage will be handled as a separate matter through the Bureau of Code Enforcement.

It is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Codes Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Codes Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval.

Summary: The following lists several key issues that should be addressed:

- 1.) Add a third handicapped parking space.
- 2.) Ensure that parcels number: 01-14-121.002, 01-14-126, and 01-14-121.003.
- 3.) Add a back shield on the light pole that is adjacent to the Desrosier property and submit an updated photometric plan to the Engineering Department.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Engineer
Rick Tague, Bernier, Carr & Associates, P.C. 327 Mullin Street, Watertown, New York 13601
James Scordo, 595 West Main Street, Watertown, New York 13601