

# MEMORANDUM

## City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

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

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

SUBJECT: Preliminary Site Plan Review – Hilton Garden Inn

DATE: January 27, 2010

Attached for review by the Planning Board is a copy of a letter and preliminary plan submitted by Ryan Churchill of GYMO, P.C., on behalf of Patrick Donegan of Millennium Development, for the construction of a 135 room Hilton Garden Inn at the Watertown City Center Plaza on Arsenal Street. The plan was submitted to the City so that Staff could provide comments and concerns on the proposal prior to the formal site plan submission.

The project will require an amendment to the Planned Development District, site plan approval and possibly a subdivision request. GYMO plans to submit the site plan for review by the Planning Board for the March 2, 2010 meeting. Staff met with Mr. Donegan and representatives from GYMO on Monday and provided preliminary comments. The comments included a number of utility items including concerns about looping the water line, placement of additional fire hydrants as well as issues related to the sanitary and storm sewer. Staff also asked the developer to consider traffic flow improvements and sidewalk connections throughout the site for pedestrians. They were also provided details regarding the level of landscaping that the Planning Board typically desires based on the Landscaping and Buffer Zone Guidelines.

Please review the plans and let us know if you have any concerns that you would like us to pass along to the developer and engineer so that they can be considered in the formal application.

cc: Planning Board Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II

Leo F. Gozalkowski, PLS  
Stephen W. Yaussi, AIA  
Edward G. Olley, Jr., AIA  
William P. Plante, PLS  
Patrick J. Scordo, PE  
Thomas S.M. Compo, PE

Gregory F. Ashley, PLS

19 January 2010

Mr. Ken Mix  
City of Watertown Planning Department  
City Municipal Building  
245 Washington Street  
Watertown, NY 13601

Re: Hilton Garden Inn Pre-Application Meeting  
Millennium Development  
Watertown City Center Plaza - Watertown, NY

File: 2009-215



Dear Mr. Mix:

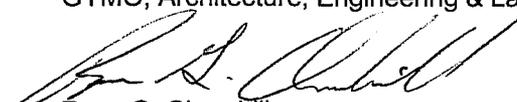
On behalf of Millennium Development, we are submitting 5 full size (24" x 36") and 10 - 11" x 17" preliminary site development plans (SD1 and SD2) for Watertown City Center Plaza – Phase II. This involves the construction of a 135 room Hilton Garden Inn hotel and conceptual planning for five additional pads within Phase II. The enclosed plans in general show the utilities including storm sewer, water and sanitary sewer which are to be installed as part of the Hilton Garden Inn construction. Additionally, conceptual development for Phase III of the Watertown City Center Plaza is shown.

When possible, utilities are being designed to provide for easy connection into the development infrastructure when future facilities are constructed. The sanitary sewer pump station, which will pump sewage to Gaffney Drive is being sized to handle Phase II with the exception of the proposed bank and restaurant to the east of the existing Holiday Inn Express, which are going to be connected into the existing Phase I pump station which ultimately discharges to Arsenal Street. The storm water management basin also has additional capacity for development, as off site storm water which was originally directed at the site, is no longer. Water service for the hotel will be provided by connecting into the existing 8" ductile iron main within Phase I of the Watertown City Center Plaza. This main could ultimately be extended to Phase III. A full engineering report will be provided as part of the site plan submission.

The intent is to have these plans distributed to pertinent parties involved with the site plan approval process. We anticipate that general comments will be provided from these parties during the pre-application meeting. This will hopefully allow us to flush out a majority of concerns before the planning board meeting on 2 March 2010. We anticipate incorporating comments into the plans and reports and submitting the City of Watertown on 12 January 2010, as Jefferson County site plan approval is also required. We are hopeful that the pre-application meeting can be held the week of January 29<sup>th</sup>. Please review the attached drawings and notify us of when the pre-application meeting can occur.

If there are any questions, or additional information or copies are needed, please feel free to contact our office.

Sincerely,  
GYMO, Architecture, Engineering & Land Surveying, PC

  
Ryan G. Churchill  
Project Engineer  
RGC

Attachments

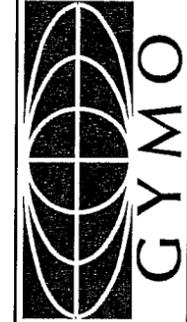
PC: Patrick M. Donegan, Esq. – Millennium Development  
Patrick J. Scordo, P.E. - GYMO, PC

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Tel (315) 788-3900 Fax (315) 788-0668  
E-mail: gymopc@gymopc.com

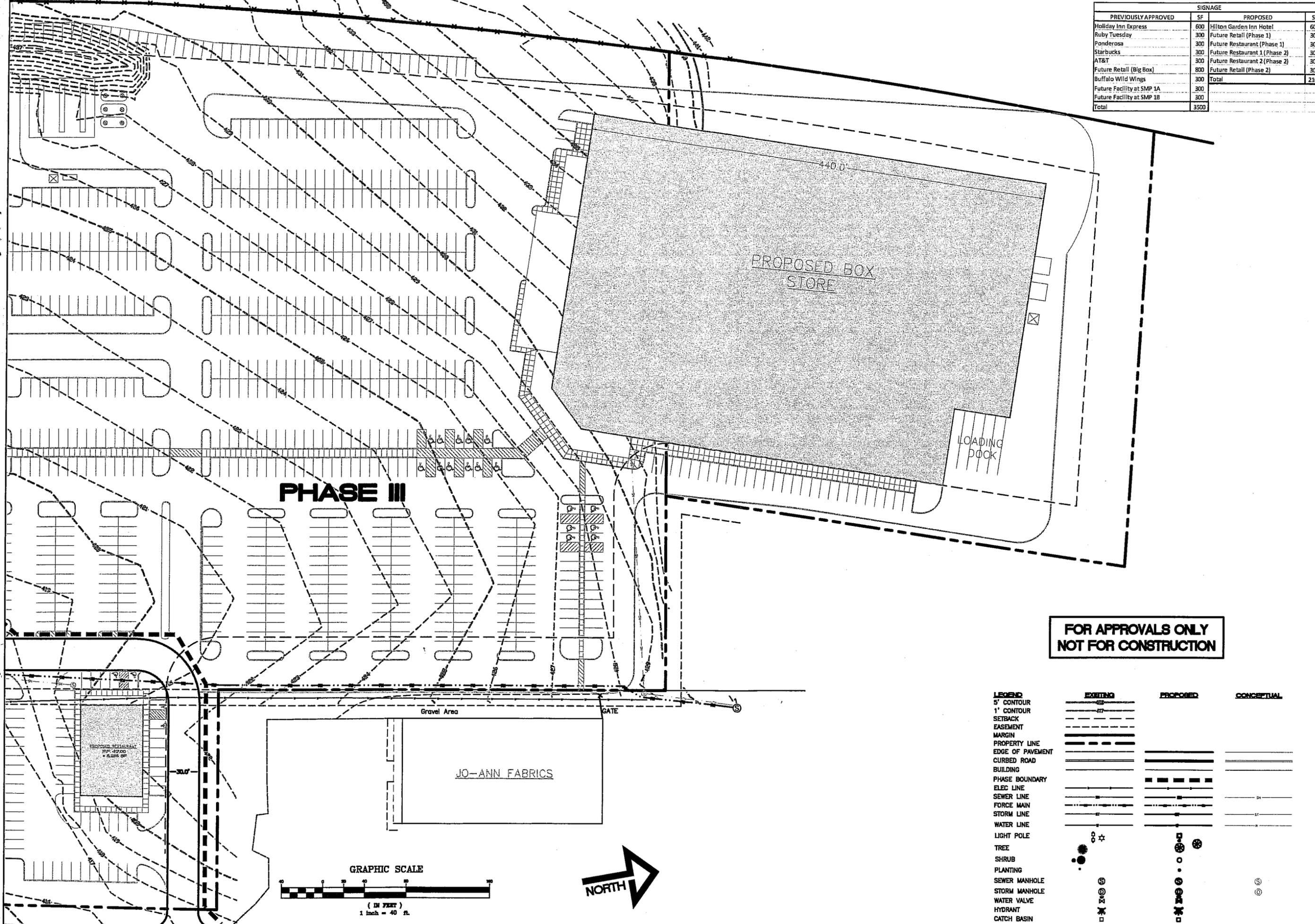


SIGNAGE			
PREVIOUSLY APPROVED	SF	PROPOSED	SF
Holiday Inn Express	600	Hilton Garden Inn Hotel	600
Ruby Tuesday	300	Future Retail (Phase 1)	300
Ponderosa	300	Future Restaurant (Phase 1)	300
Starbucks	300	Future Restaurant 1 (Phase 2)	300
AT&T	300	Future Restaurant 2 (Phase 2)	300
Future Retail (Big Box)	800	Future Retail (Phase 2)	300
Buffalo Wild Wings	300	Total	2100
Future Facility at SMP 1A	300		
Future Facility at SMP 1B	300		
Total	3500		

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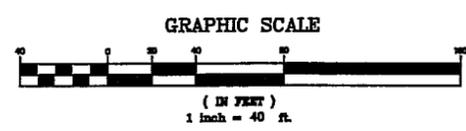


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GYMO  
ARCHITECTURE, ENGINEERING  
& LAND SURVEYING, P.C.  
IT IS A REMINDER OF SECTION 208  
ARTICLE 13 OF THE NEW YORK STATE  
CONSTITUTION THAT ANY OFFICIAL  
OFFICE ACTION TAKEN IN VIOLATION OF  
A LAW ENACTED BY THE SENATE OR  
ASSEMBLY SHALL BE VOID. THE  
SIGNATURE OF ANY OFFICIAL OF ANY  
OFFICE SHALL BE VOID UNLESS  
FOLLOWED BY THE OFFICIAL'S NAME,  
DATE AND A SPECIFIC DESCRIPTION OF  
OFFICE.



**FOR APPROVALS ONLY  
NOT FOR CONSTRUCTION**

LEGEND	EXISTING	PROPOSED	CONCEPTUAL
5' CONTOUR	—	—	—
1' CONTOUR	—	—	—
SETBACK	—	—	—
EASEMENT	—	—	—
MARGIN	—	—	—
PROPERTY LINE	—	—	—
EDGE OF PAVEMENT	—	—	—
CURBED ROAD	—	—	—
BUILDING	—	—	—
PHASE BOUNDARY	—	—	—
ELEC LINE	—	—	—
SEWER LINE	—	—	—
FORCE MAIN	—	—	—
STORM LINE	—	—	—
WATER LINE	—	—	—
LIGHT POLE	☉	☉	☉
TREE	●	●	●
SHRUB	○	○	○
PLANTING	○	○	○
SEWER MANHOLE	⊙	⊙	⊙
STORM MANHOLE	⊙	⊙	⊙
WATER VALVE	⊙	⊙	⊙
HYDRANT	⊙	⊙	⊙
CATCH BASIN	⊙	⊙	⊙



**SITE DEVELOPMENT PLAN**  
**HILTON GARDEN INN/PHASE TWO**  
**WATERTOWN CITY CENTER PLAZA**  
**ARSENAL ST/1-81, WATERTOWN**

Project No: 2009-215E  
Scale: As Noted  
Date: 1/10/10  
Drawn By:  
Designed By:  
Checked By:  
Date Issued: 1/15/10  
Drwg. No.

**SD2**