



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: Waiver of Site Plan Approval – 1190 Arsenal Street

DATE: April 26, 2010

Request: Waiver of Site Plan Approval for the construction of building additions totaling 1,621 square feet at 1190 Arsenal Street, Parcel Number 8-50-101.001.

Applicant: Richard E. Alexander, Jr.

Proposed Use: Hotel Lobby and Drop Off Area.

Property Owner: Richard E. Alexander, Jr.

Submitted:

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

SEQRA: Type II Action	County Planning Board Review Required: No
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Zoning Information:

District: Commercial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: No

Project Overview: The applicant is seeking approval for the construction of building additions totaling 1,621 square feet to The Inn at 81 hotel located at 1190 Arsenal Street. The additions are a portion of a larger project at the site that will involve upgrades to all of the rooms in the existing hotel. The proposed additions will be used for an expanded lobby area and drop off area. The Planning Board reviewed the site plan at its April 6, 2010 meeting and tabled action on it because the plan did not show enough parking spaces to meet the requirements of the Zoning Ordinance. The Planning Board also requested the submission of a landscaping plan.

Parking: Based on the number of rooms in the hotel (94) the Zoning Ordinance requires 104 parking spaces. The proposed site plan has been modified to show a total of 106 parking spaces which meets the requirement. The applicant is proposing to change the curb alignment slightly in the area located between the two wings of the hotel to provide 4 spaces. The applicant has also added 5 spaces along the curved portion of the parking lot to meet the requirement.

Grading, Drainage and Utilities: No major grading, drainage or utility work has been shown on the proposed plans or indicated in the application. If there are existing catch basins or any drainage improvements being constructed as part of the project (i.e. roof drains, footer drains, or catch basins) the applicant should depict those improvements on the plans.

Lighting: No lighting is shown on the proposed plans.

Landscaping: During the last meeting, the Planning Board requested that a landscaping plan be submitted that showed improvements to the front area of the property near the proposed additions. The site plan has been modified to include landscaping to the front and side of the lobby area addition as well as along the circular drop off area. No landscaping across the front of the property is shown.

Other Comments: 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. In the case of a waiver, the submissions listed in Section 310-56 are not required.

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: The following is the key issue that should be addressed:

1. If there are drainage improvements being constructed as part of the project (i.e. roof drains, footer drains, or catch basins) the applicant should depict those improvements on the proposed plans and obtain the appropriate permits or approvals from the City.

cc: Planning Board Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Shawn R. McWayne, Code Enforcement Supervisor
Richard E. Alexander, Jr.