



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
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TO: Planning Board Members
FROM: Michael A. Lumbis, Planning and Community Development Director
PRIMARY REVIEWER: Geoffrey T. Urda, Planner
SUBJECT: Site Plan Approval – 155 Clinton Street
DATE: June 1, 2023 _ **UPDATE:** July 6, 2023
Request: Site Plan Approval to construct a 2,378 SF building addition, a 253 SF building addition and a 9,500 SF sq. ft. parking lot expansion at **155 Clinton Street**, Parcel Number 10-07-109.100
Applicant: Design Build Innovations, LLC
Proposed Use: Professional Office Building
Property Owners: Clinton Center Development, LLC

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: Yes
Landscaping and Grading Plan: Land. Only	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

Jefferson County 239-m Review: No

Zoning Information:

District: Downtown	Maximum Lot Coverage: None
Setback Requirements: F: 0', S: 0', R: 0'	Buffer Zones Required: Yes

Project UPDATE: The Planning Board considered this application at its June 6, 2023 meeting and voted to table the application pending receipt of a more detailed submission. It was also evident from Staff’s initial review that the proposed building would not meet the transparency requirements of Section 310-21 of the Zoning Ordinance.

The applicant has since submitted an Area Variance application to the Zoning Board of Appeals (ZBA) seeking to reduce the transparency requirements. The ZBA will hear this application at its July 19, 2023 meeting. The applicant has communicated an intention to resubmit a revised Site Plan Approval following a decision from the ZBA.

Staff recommends that the Planning Commission leave this application on the table pending the ZBA's decision regarding the Area Variance request and receipt of a more detailed Site Plan submission.

Additionally, the Planning Commission shall note the following two Site Plan Review requirements in the Zoning Ordinance:

Section 310-106 (C)(4), which governs Site Plan Review Submission Procedures, states:

“The Planning Commission shall determine whether the application is complete. Once the Planning Commission has determined the application is complete, the 62-day review period begins, unless it is extended by mutual consent.”

Section 310-109 (A), which governs Planning Commission Decision, states:

“Within 62 days of a public hearing, or a complete application without a public hearing the Planning Commission shall make a decision unless the period is extended by mutual agreement between the applicant and the Planning Commission.”

Staff's interpretation based on the minutes from the June 6, 2023 Planning Commission meeting, when the Commission initially heard this proposal, was that the Commission found the application to be **incomplete**, and therefore the 62-day review period has not yet formally started.