



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
 PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Commission Members

FROM: Michael A. Lumbis, Planning and Community Development Director

PRIMARY REVIEWER: Geoffrey T. Urda

SUBJECT: Sketch Plan Approval – 904 Leray Street

DATE: September 28, 2023

Request: Sketch Plan Approval to construct a 783 square-foot (SF) building addition at 904 Leray Street, Parcel Number 2-11-118.100

Applicant: William Huchzermeier of Makes Cents Redemption Center

Proposed Use: Redemption Center (Retail, General and Service)

Property Owners: 904 Leray, LLC

Submitted:	
Project Description: Yes	Area Map: Yes
Site Plan: Yes	Site Topography Map: Yes

SEQRA: Type 2 Jefferson County 239-m Review: No

Zoning Information:	
District: Neighborhood Mixed Use	Maximum Lot Coverage: None
Setback Requirements: F: 0’ Min. 10’ Max or Average, S: 10’, R: 10’	Buffer Zones Required: Yes

Project Overview: The applicant proposes to construct a 14’5” x 54’4” (783.44 SF) building addition on the north side of the existing Makes Cents Redemption Center at the subject address. The applicant is not proposing any other improvements currently. However, the applicant has also communicated to Staff an intent to pave the majority of the parking area on the parcel in 2024, an activity that would, without exception, require a full Site Plan Approval.

Existing Conditions: The subject parcel (2-11-118.100) is an 0.90-acre lot with two distinct address points, the Makes Cents Redemption Center, which is addressed 904 Leray Street and a single-family residential dwelling, which is addressed 902 Leray Street. The redemption center sits at the southeast corner of the parcel, set back approximately 84 feet from the Leray Street Right-of-Way (ROW) and approximately 12 feet from the southern side property line shared with 900 Leray Street. The residential dwelling is at the southwest corner of the parcel and the City's GIS parcel layer depicts the dwelling as being bisected by the side property line, a condition the City Assessment Department reports is likely accurate.

The redemption center and parking area are depicted in the attached photographs at the end of this memorandum. A satellite view of the entire site is also attached.

The subject parcel is bounded on the south by a single-family residential property and on the north and east by vacant land. A manufactured housing park sits across Leray Street from the subject parcel.

Vehicular and Pedestrian Circulation: The subject parcel has two vehicular access points from Leray Street, measuring approximately 50 feet and 70 feet in width respectively. Staff also notes that the sidewalk along the parcel's frontage on Leray Street is in substandard condition. While outside the purview of this Sketch Plan review for a building addition, if the applicant subsequently applies for Site Plan Approval to pave the parking area, Staff will likely require new sidewalks, evaluate reducing the width of these access points for better defined entrances and enforce the parking lot landscaping requirements of Section 310-83 of the Zoning Ordinance.

Parking: Much of the subject parcel is covered by gravel, which constitutes an informal parking area. The Neighborhood Mixed Use District allows a maximum of 16 parking spaces. While outside the purview of this Sketch Plan review for a building addition, if the applicant subsequently applies for Site Plan Approval to pave the parking area, the applicant will need to adhere to this requirement.

Zoning: The proposed use as a Redemption Center (Retail, General and Service) is an allowed use by Site Plan Approval in the Neighborhood Mixed Use District.

Engineering: The City Engineering Department has no concerns regarding site drainage or storm water implications resulting from the proposed building addition. While outside the purview of this Sketch Plan review for a building addition, if the applicant subsequently applies for Site Plan Approval to pave the parking area, the applicant will need to address site drainage and stormwater, and the City Engineering Department will conduct a thorough evaluation of stormwater impacts as part of that review.

Lighting: The applicant did not submit a photometric plan. There are existing light packs mounted on the northeast and northwest corners of the redemption center building. The proposed building addition does have potential to affect what areas these light packs illuminate. The applicant should be prepared to answer questions about adequate illumination should the Planning Commission have any inquiries.

Landscaping: The applicant did not submit a landscaping plan. While it is normally the Planning Department's practice to use the Site Plan review process to bring nonconforming parcels gradually into compliance, by granting a Sketch Plan Approval, the Planning commission would be waiving the requirements of a full Site Plan review.

Section 310-83 of the Zoning Ordinance requires a landscaped buffer zone between residential and non-residential zoning districts. In addition to tree planting requirements in this buffer zone, it also requires a six-foot high opaque fence (stockade or equal). The subject parcel abuts a Residential District to both the

east (rear) and south (side). There is an existing grassed area on the south side of the parcel and a single large tree that appears to be either on the property line or on the neighboring parcel at 900 Leray Street. There are thicker woods at the rear of the parcel, although Staff did not verify the distance from the edge of these woods to the rear property line. As the proposed building addition would go on the north side of the existing building, it would not directly affect either parcel boundary that abuts a Residential District.

While the parcel also does not fully conform to the 8-foot landscaped strip requirement for the exterior of parking lots, and nor does it conform to interior parking lot landscaping requirements, the nonconforming sections are pre-existing, and it would be impractical to require widening the existing grassed island or planting new interior trees as a condition of this Sketch Plan Approval. As discussed in many of the previous sections of this memorandum, the applicant should expect a stricter application of all Zoning requirements as part of any full Site Plan Review in the future.

SEQR: This project is considered a Type 2 Action under the State Environmental Quality Review Act (SEQRA) and requires no further environmental review.

Permits: The applicant has already obtained a Zoning Compliance Certificate. The applicant must also, minimally, obtain a Building Permit prior to construction.

Sketch Plan Approval (review and recommendation): The City’s newly adopted Zoning Ordinance contains a provision in Section 310-106: Site Plan Review Submission Procedures that enables the Planning Commission to grant Site Plan Approval based on a Sketch Plan, and without the full requirements of Site Plan Approval. Specifically, Section 310-106 (B)(2) of the Zoning Ordinance states:

“After staff review, upon referral to the Planning Commission, the Commission may determine that the information provided is sufficient to grant approval and may waive further Site Plan review and approve the Sketch Plan as agreed to by the applicant and the Planning and Community Development Department if the Commission determines that such approval is in the interest of the public health, safety, and welfare.”

Following Planning Staff’s review of the proposed pavilion reconstruction, Staff recommends that the Planning Commission grant approval based on the Sketch Plan.

This recommendation represents the Planning and Community Development Department’s agreement to the submitted Sketch Plan contingent on the Summary Items contained in this memorandum. It does not necessarily represent the final position of the Planning Commission, which must reach its own determination pursuant to the quoted Zoning clause above.

Summary: The following should be included in the motion to recommend approval:

1. The applicant should be prepared to discuss how the proposed building addition will affect exterior illumination of the north side of the building from the mounted light packs currently installed at the northeast and northwest corners of the existing building.
2. The applicant must obtain a Building Permit prior to construction.

cc: City Council Members
Meredith Griffin, Civil Engineer II
William K Huchzermeier of Makes Cents Redemption Center, P.O. Box 263, Depauville, NY
13632



Above: A satellite view of the subject parcel with the redemption center building called out. The single-family dwelling bisected by the southern property line is also visible, as is the gravel parking area on the north side of the parcel.

Site Photos



Above: A view of the front of the existing redemption center building taken from the street with both light packs visible. The proposed building addition would go on the left side of the building from this vantage point.
Below: A view of the north side of the existing redemption center building taken from the gravel parking area. The proposed building addition would go on the side face of the building.





Above: A view of the north (50-foot wide) access point from Leray Street, with damaged sidewalk.

Below: A view of the south (70-foot wide) curb cut from Leray Street, as a pickup truck enters the site.



Makes Cents
REDEMPTION CENTER

To: City of Watertown, Planning and Community Development Department

From: William Huchzermeier owner of Makes Cents Redemption

We are submitting a site plan approval application form, sketch plan drawings and this letter explaining our need for this addition to our building.

We started our business in December of 2019 and in a very short amount of time we became very busy and continue to grow.

We pride ourselves in keeping our property neat and clean and everything in its place. We purchased and installed an automated sorting system in April of this year and it takes up lots of space in our existing building and with winter fast approaching we need a little more space to store stuff that we had inside the existing building up until April when the sorting system was installed.

You can see in the sketch drawings that the proposed addition is set back a good distance from the road and other property lines, it will be a nice looking addition with colored steel siding that matches the existing building with new overhead doors and after completion of the addition we will dress the crushed stone driveway up to the addition.

The current driveway goes across the entire front of our property for easy entering and exiting for customers and the big trucks that come to pick up the finished product, we are planning on paving the driveway next year and feel that will enhance our curb appeal greatly.

Thank you for your time,

William Huchzermeier
315-794-3708
Makes Cents Redemption
904 Leray Street
Watertown NY 13601



City of Watertown
SITE PLAN APPROVAL APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:
PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT
SEP 19 2023
RECEIVED
CITY OF WATERTOWN, NY

Please Note: The Site Plan Approval Application form is for projects where the building or parking area coverage of the lot will increase by more than 2,500 square feet.

Please provide responses for all sections and submit all required materials as noted on Page 2. Failure to submit all required information by the submittal deadline may result in Staff not placing your request on the agenda for the upcoming Planning Board meeting.

PROPERTY INFORMATION:

PROPOSED PROJECT NAME: Makes Cent's Redemption Addition
TAX PARCEL NUMBER: 2-0011-118000
PROPERTY ADDRESS: 902/904 Leray Street Watertown NY 13601
ZONING DISTRICT: NMU

APPLICANT INFORMATION:

NAME: William K Huchzermeyer
ADDRESS: PO Box 263
DePauville NY 13632
PHONE NUMBER: 315-794-3708
E-MAIL ADDRESS: huchz@hotmail.com

PROPERTY OWNER INFORMATION (if different from applicant):

NAME: 904 Leray LLC
ADDRESS: PO Box 263
DePauville NY 13632
PHONE NUMBER: 315-794-3708
E-MAIL ADDRESS: huchz@hotmail.com

ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:

NAME: Robert A + CURNER Engineers for Addition
ADDRESS: 522 Bradley Street
Watertown NY 13601
PHONE NUMBER: 315-782-2005
E-MAIL ADDRESS: _____

SUBMITTAL INSTRUCTIONS:

Submit 10 complete collated sets of all required materials, addressed to:

Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601

If the application requires Jefferson County Planning Board review, then the applicant must submit 11 "sets." Planning Staff will inform the applicant if this is necessary.

- Submissions must be collated and properly folded.
- If the applicant is not the property owner, the submission must include a signature authorization form or letter signed by the owner authorizing the applicant to apply on behalf of the owner.
- For any item(s) not checked in the Site Plan Approval Checklist, attach an explanation and comments.
- Provide an electronic copy of the entire submission in the form of a single, combined PDF file of the entire application, including cover letter, plans, reports, and all submitted material.
- Submit the required Application Fee

\$150 for Site Plan Minor

\$250 for Site Plan Major (any proposal to disturb more than 1 acre represents a Site Plan Major)

SIGNATURE

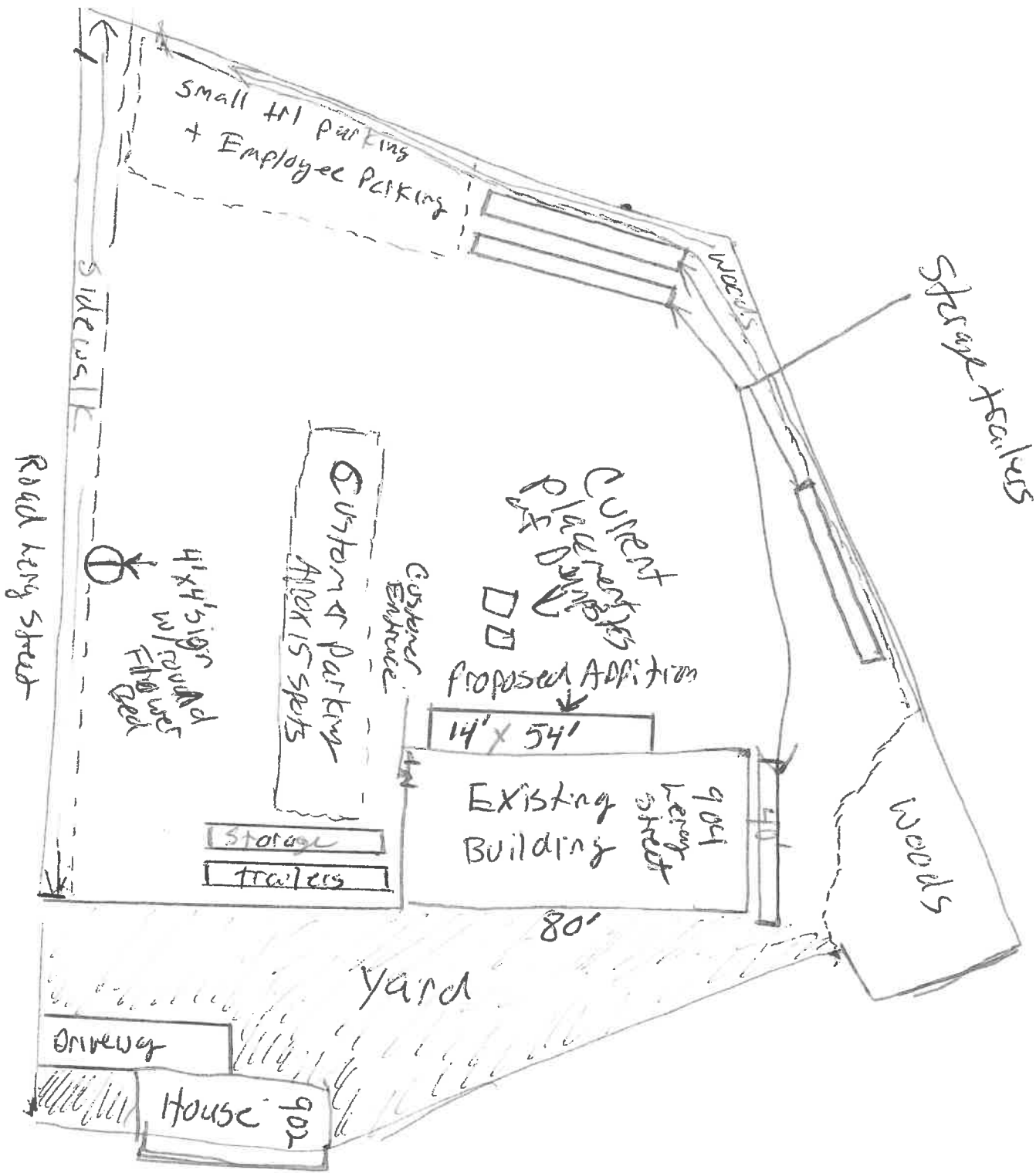
I certify that the information provided above is true to the best of my knowledge.

Applicant's name (please print) William K Hochzer Meier

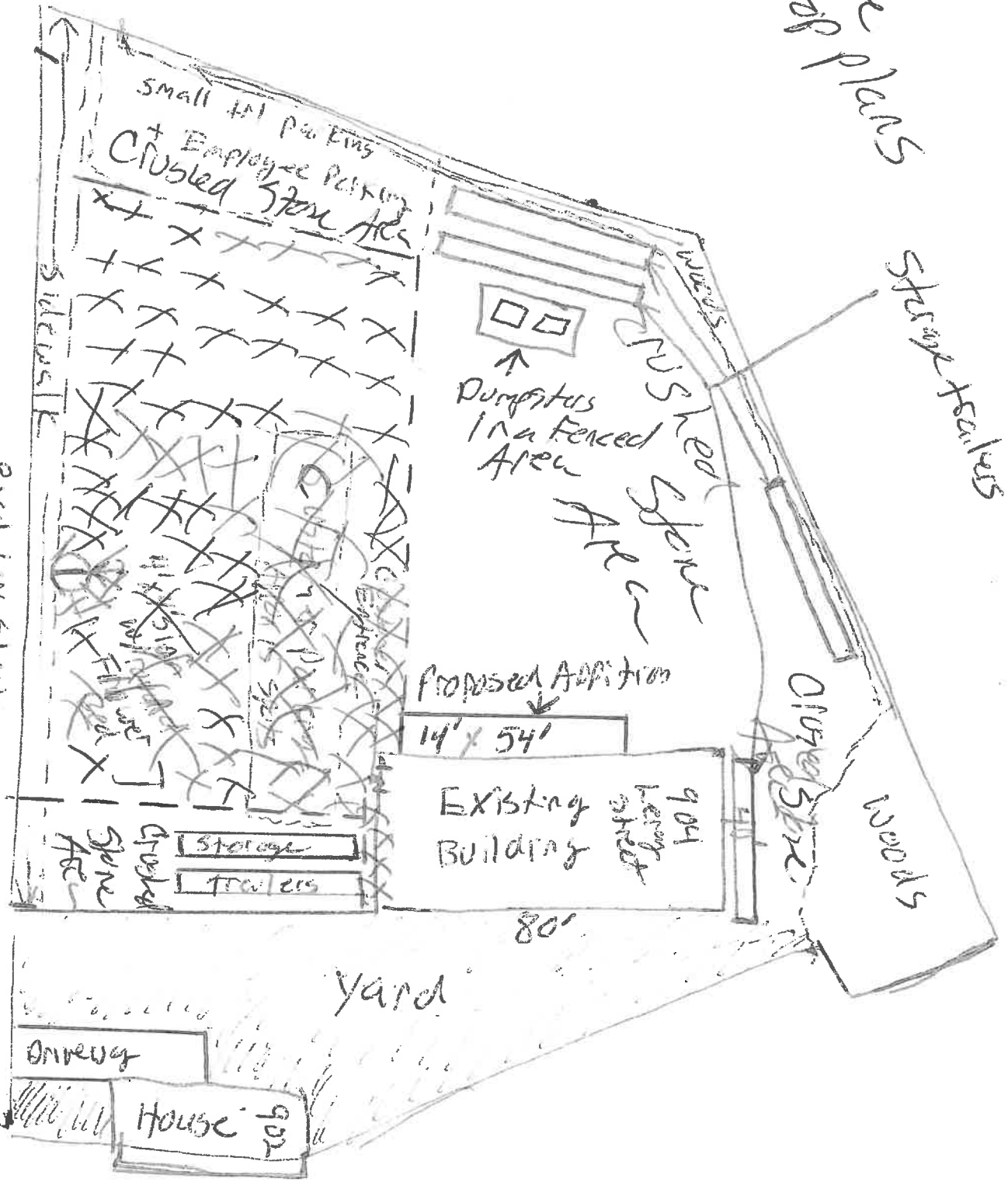
Applicant's Signature WKH Date: 9/19/23

Meeting Information: The Planning Board normally meets at 6:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant Site Plan Approval.

Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov. Planning Staff *strongly* recommends scheduling a pre-application meeting prior to submitting a Site Plan Application. The entire site plan application process typically takes four-to-six weeks, depending on whether the application requires Jefferson County Planning Board review.



Future Plans
Blacktop
Storage for trucks



XX is Blacktop Area w/ parking spot stripes
+ a Fenced Area for Dumpsters



522 Bradley Street
Watertown, New York 1301

aubertinecurrier.com

Phone: (315)782-2005
Fax: (315)782-1472

The above Architect, Engineer or Land Surveyor states that to the best of his or her knowledge, information and belief, the plans and specifications are in accordance with applicable requirements of New York State. It is a violation of New York State Law for any person, unless acting under the direct supervision of a Registered Architect, Licensed Professional Engineer or Licensed Land Surveyor to alter this document in any way. If altered, such licensee shall affix his or her seal and the notification "altered by" followed by his or signature, date and a specific description of the alteration.
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MAKES CENTS
REDEMPTION CENTER
ADDITION
904 LERAY STREET,
CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

PROJECT NO: 2023-078
SCALE: 1" = 2000'
DRAWN BY: GMA
CHECKED BY: BAJ
ISSUE DATES:
2023-09-28 SITE PLAN

DIAGRAMMATIC SITE PLAN

C100



EXISTING STRUCTURE
NEW STRUCTURE

NEW STRUCTURE
EXISTING STRUCTURE
PROPERTY LINE

A SITE PLAN
1" = 2000'





Legend

- | | | |
|---|----------------|---------|
| 2 | 6 | Parcels |
| 0 | Address Points | ROADS |
| 4 | Black River | |
| 8 | City Boundary | |



0 0 0 mi

Author: Web

Date: 9/28/2023

Title: