



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 – 312 Gotham Street

DATE: November 30, 2023

Request: Sketch Plan Approval to construct a two-story 1,113 SF gross floor area building addition at **312 Gotham Street**, Parcel Number 11-02-224.000

Applicant: Michael J. Contryman

Proposed Use: Two-Unit Dwelling

Property Owners: Michael J. Contryman

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: Downtown	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zones Required: No

Project Overview: The applicant proposes to construct a two-story building addition on the rear (west) side of the existing two-unit dwelling at 312 Gotham Street. The ground floor addition would be 21' x 21.5' (451.5 SF) and the second story addition would be 21' x 31.5' (661.5 SF).

The existing dwelling contains one residential unit on the ground floor and the other unit on the second floor. The ground floor of the proposed building addition would be a garage for use by both units. The second floor of the proposed addition would become an additional bedroom for the upstairs unit.

Existing Conditions: The subject parcel (11-02-224.000) is a 0.21-acre lot that fronts Gotham Street. The parcel is 173 feet deep and the existing two-family dwelling is situated at the front of the parcel, set back approximately 20 feet from the Gotham Street sidewalk. The parcel contains a large rear yard that is mostly lawn.

The subject parcel is bounded on the south by a three-family dwelling with which the subject parcel shares a driveway. It is partially bounded to the north by another two-family dwelling that fronts Gotham Street. Most of the northern parcel boundary and the entire western (rear) boundary abut surface parking lots that respectively serve the American Legion, an apartment building and a mixed-use building, all of which front Sterling Street. The lands of the Dulles State Office Building make up much of the remainder of the subject block, which is formed by Washington, Sterling, Gotham and Academy Streets.

Vehicular and Pedestrian Circulation: Vehicular access to the subject parcel is via a shared driveway with the adjacent triplex at 318 Gotham Street. Tenants of both units on the subject parcel would use this driveway to access the proposed garage. Existing sidewalks on both sides of Gotham Street also serve the block and a concrete path connects the front door of the subject duplex to the sidewalk.

The drawings depict an orientation for the proposed garage with one garage door on the west (rear) façade and one on the south (side) façade, meaning that under the depicted orientation, the two vehicles parking in the proposed garage would enter via perpendicular entrances. This would create a situation where only an extremely compact car could use the south entrance, lest the two vehicles come into conflict with one another. The applicant shall be prepared to discuss the rationale for this orientation.

It merits consideration that while one of the current tenants might own a compact car today, the design should reflect the fact that both the owner and the tenants of this property may change in the future and have different needs than today. For this reason, Staff recommends that the applicant consider reorienting the proposed garage with both garage doors on the west (rear) façade of the building, particularly since the driveway must connect to the rear anyway and it would not involve additional paving. The applicant has communicated to Staff an openness to this change.

Zoning: The existing two-family dwelling use is not permitted in the Downtown District. Therefore, the subject property enjoys legal-nonconforming (“grandfathered”) status. Section 310-99 (A)(1)(a) of the City Zoning Ordinance states:

“A nonconforming use that existed at the time of adoption of this Chapter may be expanded within any portion of the existing structure in which it is located. It shall be prohibited to expand a nonconforming use beyond the area of the existing structure in which the use is located, unless granted a Use Variance from the Zoning Board of Appeals.”

The applicant has submitted a Use Variance request to the Zoning Board of Appeals, which the ZBA heard at its November 15, 2023 meeting and tabled, pending both additional information requested of the applicant. The ZBA will take the request from the table at its December 20, 2023 meeting.

The Downtown District does not contain any setback or lot area coverage restrictions.

Parking: The Downtown Zoning District does not allow surface parking spaces without a Transportation Demand Management Plan (TDMP). The surface driveway spaces that subject parcel presently utilizes also enjoy legal-nonconforming (“grandfathered”) status. However, the proposed transition from outdoor surface parking to indoor parking contained within the primary structure will bring the dwelling into harmony with the urban design intent of the Downtown District by reducing visible surface parking.

Engineering: The City Engineering Department has no concerns regarding site drainage or storm water implications resulting from the proposed building addition.

Lighting: The applicant did not submit a photometric plan. The applicant does propose wall-mounted lighting on the south and west faces of the proposed building addition.

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

SEQR: The proposed building addition is considered a Type 2 Action under the State Environmental Quality Review Act (SEQRA) and requires no further environmental review. While a Use Variance constitutes an Unlisted Action, a coordinated review is not necessary and the ZBA will perform that review.

Miscellaneous: While the Zoning Ordinance does not contain any setback requirements in the Downtown District, the applicant is still responsible for meeting International Building Code. As such, since the northern face of the proposed addition would be within five (5) feet of a property line, the City’s Bureau of Code Enforcement will require the applicant to fire-rate this wall as a condition of a Building Permit. It is also necessary to fire rate the new internal wall that will connect the proposed addition to the rest of the dwelling.

Permits: The applicant has already applied for 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 two-story building addition, 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 shall be prepared to discuss the rationale for the depicted orientation of the proposed garage door and should consider reorienting it with both garage doors on the west (rear) facade.
2. The applicant must fire-rate the northern exterior and eastern interior walls of the proposed addition and meet all other applicable building codes as a condition of obtaining a Building Permit.
3. The applicant must obtain a Building Permit prior to construction.

cc: City Council Members
Thomas Maurer, Civil Engineer II
Meredith Griffin, Civil Engineer II
Michael J. Contryman, 24142 County Route 54, Dexter, NY 13634



Above: A satellite view of the subject parcel and its surrounding lands.

Site Photos



Above: A view of the front of the existing two-unit dwelling on the subject parcel.

Below: A view of the shared driveway with 318 Gotham Street that provides vehicular access for both properties. The Dulles State Office Building is visible in the background.





Above: A view of the existing outdoor surface parking area looking west.

Below: A reverse shot of the existing outdoor surface parking area looking east.





Above: A view of the existing rear façade of the two-unit dwelling where the applicant proposes to construct the two-story addition. The applicant proposes to remove the existing lean-to roof and construct the upper floor addition to the existing second story façade.

Michael J Contryman

Owner

Contact

Michael J Contryman
24142 County Route 54
Dexter, NY 13634
(315) 408-5419
mcontryman@gmail.com

Dear Planning Commission:

I am writing this letter for approval of an addition on my property located at 312 Gotham Street in Watertown, NY 13601. This property is a 2-family dwelling and is a rental property located in the downtown zoning district. The proposed addition will consist of a 21-1/2' x 21' garage with an additional second story being 31-1/2' x 21' master bedroom. Totaling 1,113sqft (451.5sqft garage & 661.5sqft master bedroom).

The proposed addition will provide weather cover for my tenants that occupy the property and also a large master bedroom for one side of the property. This will benefit a family on the property as one side is only a small 3 bedroom/1.5 baths right now, and the bathrooms are small for everyone to share. The dwelling use will not change and all existing electrical, sewer and water hookups will serve the new addition.

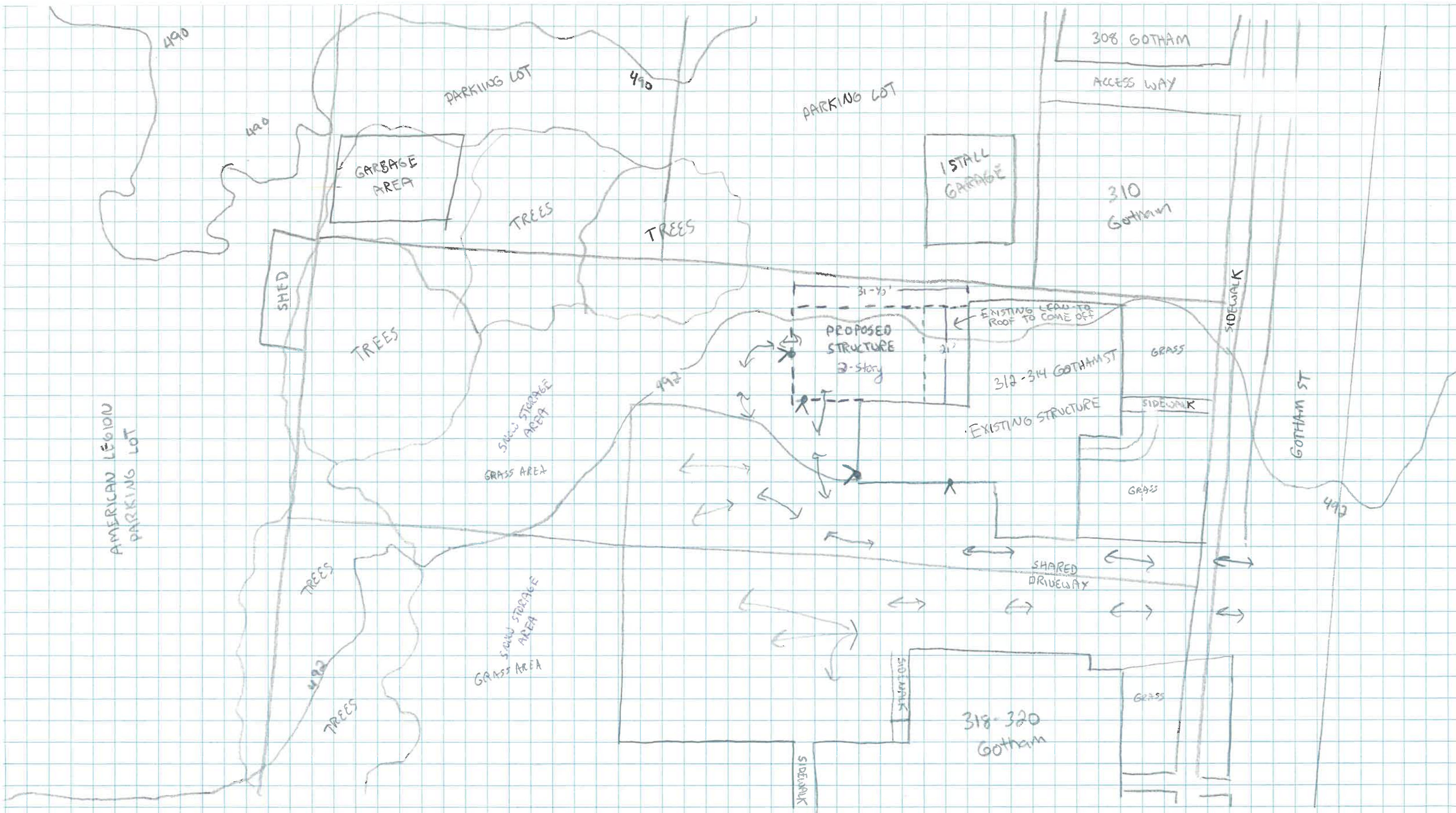
The addition will also not impact the neighbors in any way as it will help with parking, snow removal in winter months, and because of the shared driveway, easier access to get in/out of and move around in the driveway. Additionally, there will be more exterior lighting installed outside the unit as well.

Additionally, when I purchased the property there was a 3-stall garage already constructed. I was made to tear it down as the city deemed it unsafe and would not allow me to have it repaired at the time.

The addition will also provide more privacy for the tenants and neighbors as the current yard is opened to the adjacent building parking lots. The proposed addition will also be built in accordance with all city code requirements.

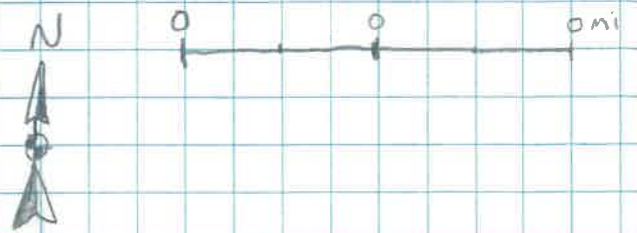
I would very much like the approval for this addition as it has many benefits to not just the tenants and neighbors, but also for its value and use. Thank you for taking the time to look over my application for the approval of an addition off of my property!

Sincerely,
Michael J Contryman



TAX PARCEL #: 11-03-234.000
 ZONING DISTRICT: Downtown

LEGEND:
 ⚡ : LIGHTING
 ⇄ : TRAFFIC FLOW



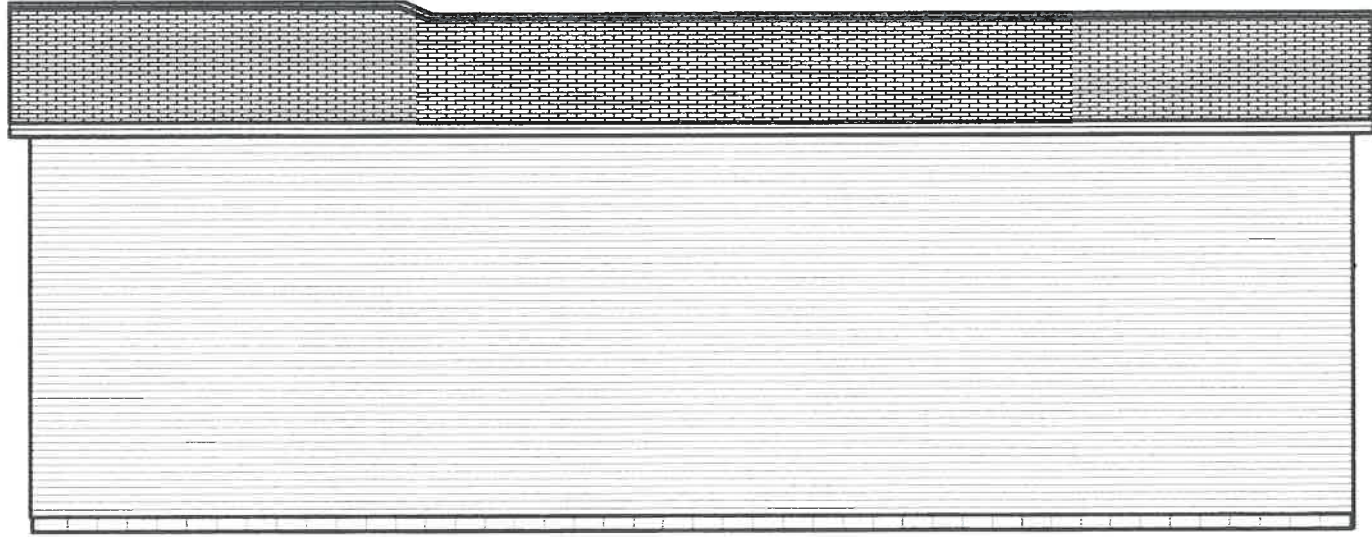
PREPARED FOR:
 COUNTRYMAN ADDITION
 312 GOTHAM STREET
 WATERTOWN, NY 13601

No.	DATE	REVISION	BY

FRONT ELEVATION
RESIDENTIAL ADDITION

Date: 9/15/2023
 Scale: NONE
 Sheet No.: 1 OF 9
 File No.: PROJECT





LEFT ELEVATION

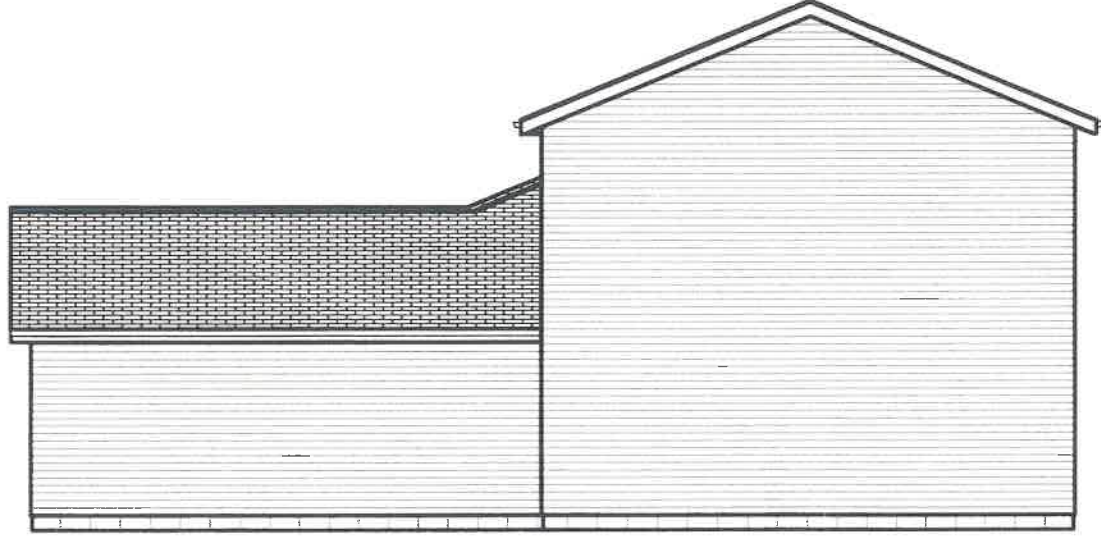
RESIDENTIAL ADDITION

Date
9/15/2023
Scale
NONE
Sheet No.
2 OF 9
File No.
PROJECT

No.	DATE	REVISION	BY

PREPARED FOR:
COUNTRYMAN ADDITION
312 GOTHAM STREET
WATERTOWN, NY 13601

JVA
Civil and Architectural Engineering, P.L.L.C.
1000 PARK ROAD
ALBANY, NEW YORK 12206



BACK ELEVATION

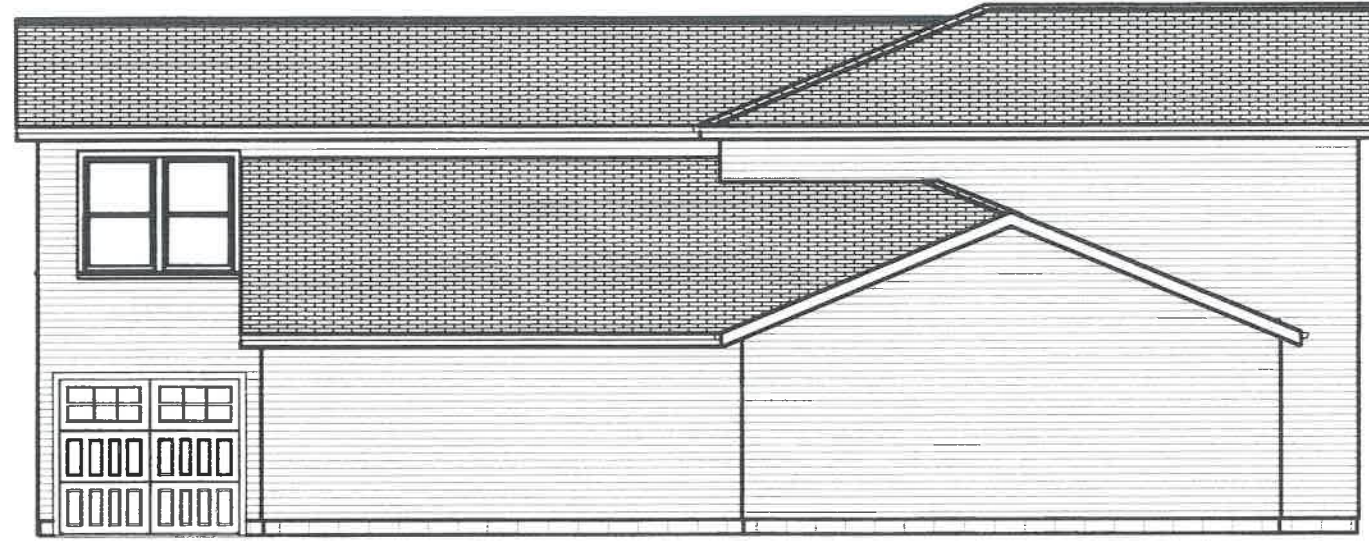
RESIDENTIAL ADDITION

Date
9/15/2023
Scale
NONE
Sheet No.
3 OF 9
File No.
PROJECT

NO.	DATE	REVISION	BY

PREPARED FOR:
COUNTRYMAN ADDITION
312 GOTHAM STREET
WATERTOWN, NY 13601

JVA
Civil and Environmental Engineers, PLLC
1000 FULTON STREET
WATERTOWN, NY 13601



RIGHT ELEVATION

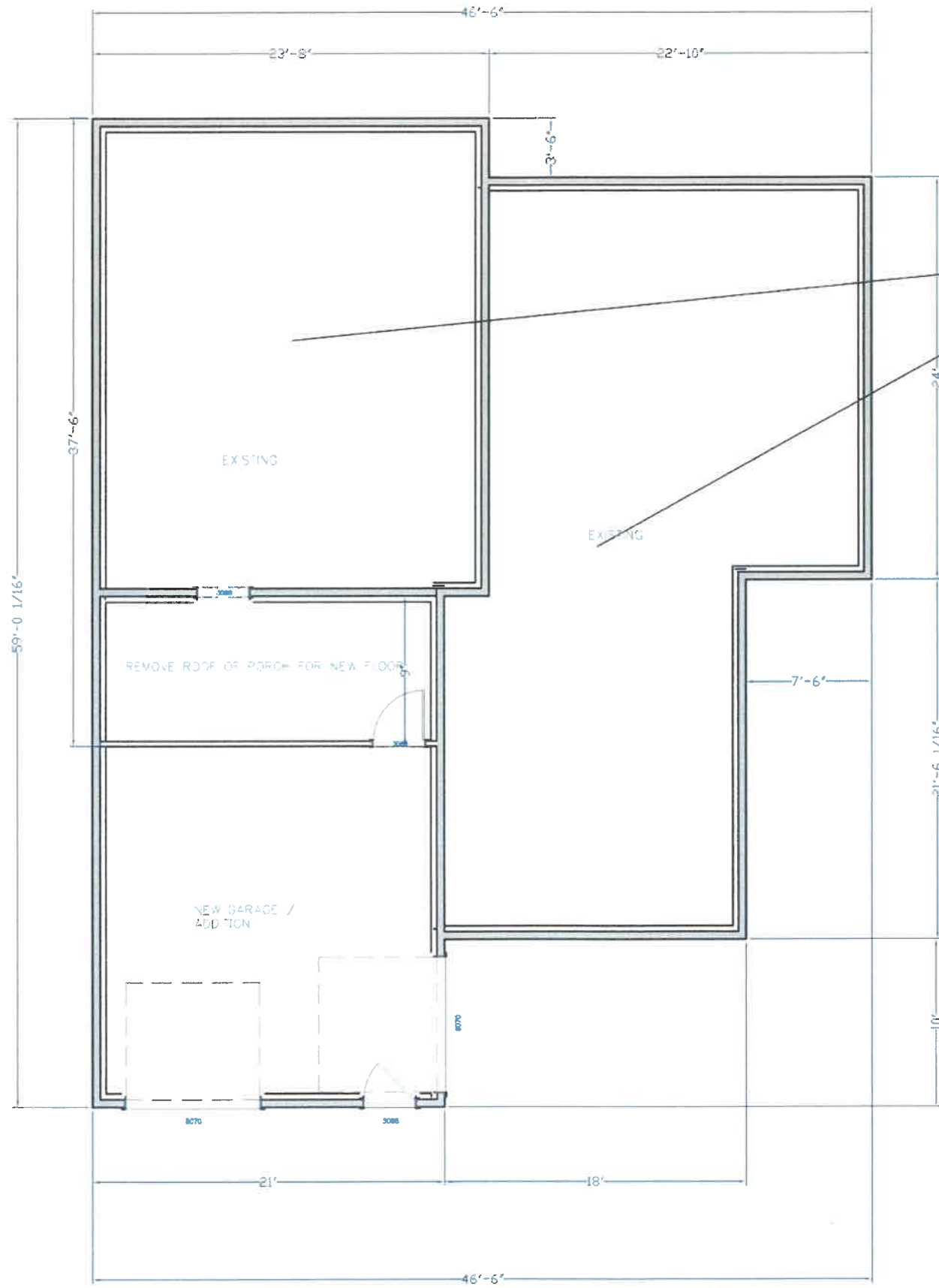
RESIDENTIAL ADDITION

Date
9/15/2023
Scale
NONE
Sheet No.
4 OF 9
File No.
PROJECT

NO.	DATE	REVISION	BY

PREPARED FOR:
COUNTRYMAN ADDITION
312 GOTHAM STREET
WATERTOWN, NY 13601

JVA
Civil and Environmental Engineering, PLLC
1000 PULLEN ROAD
WATERLOO, NY 13155



EXISTING

REMOVE ROOF OF PORCH FOR NEW FLOOR

NEW GARAGE / ADDITION

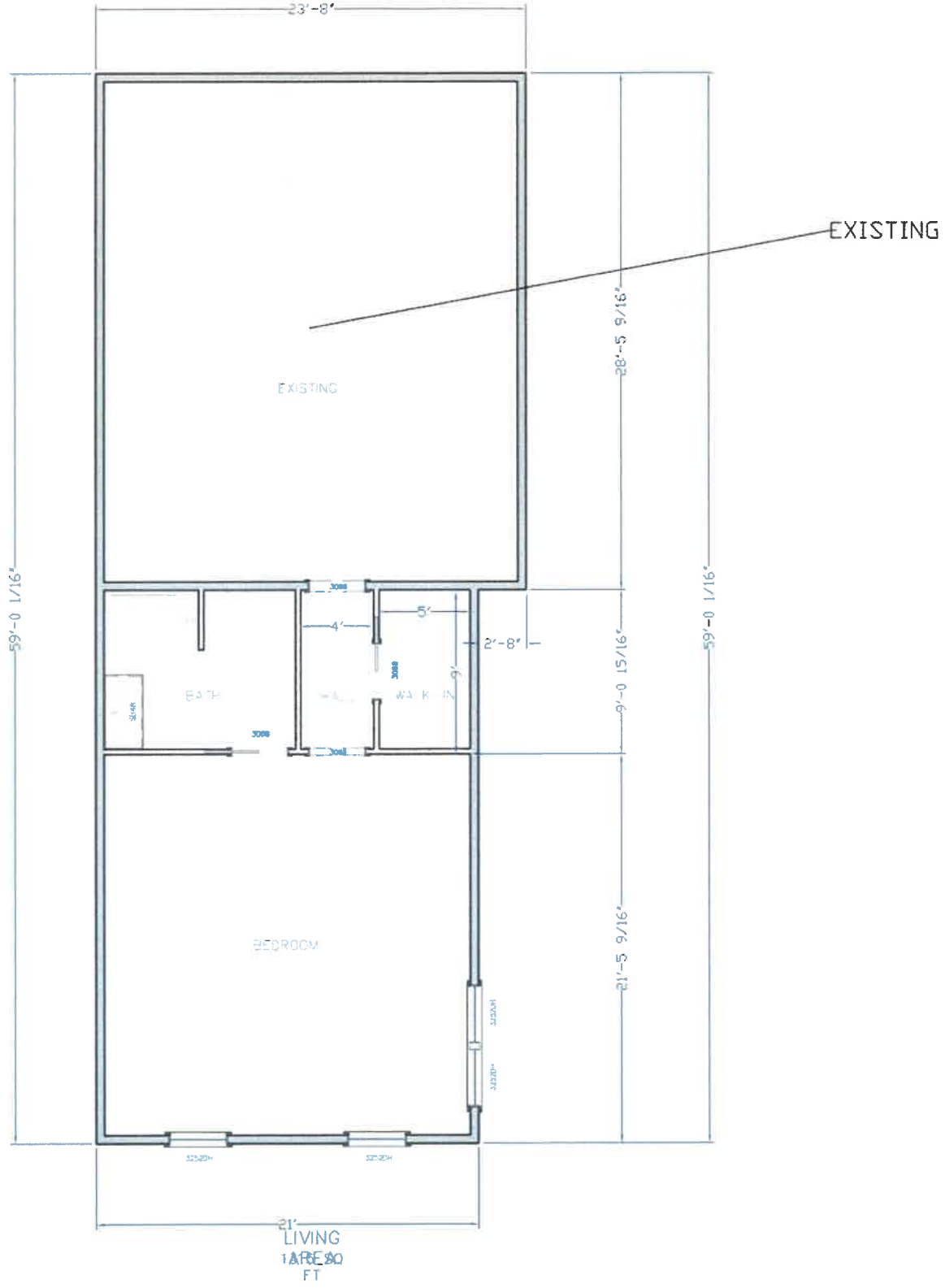
LIVING AREA

2248 SQ FT



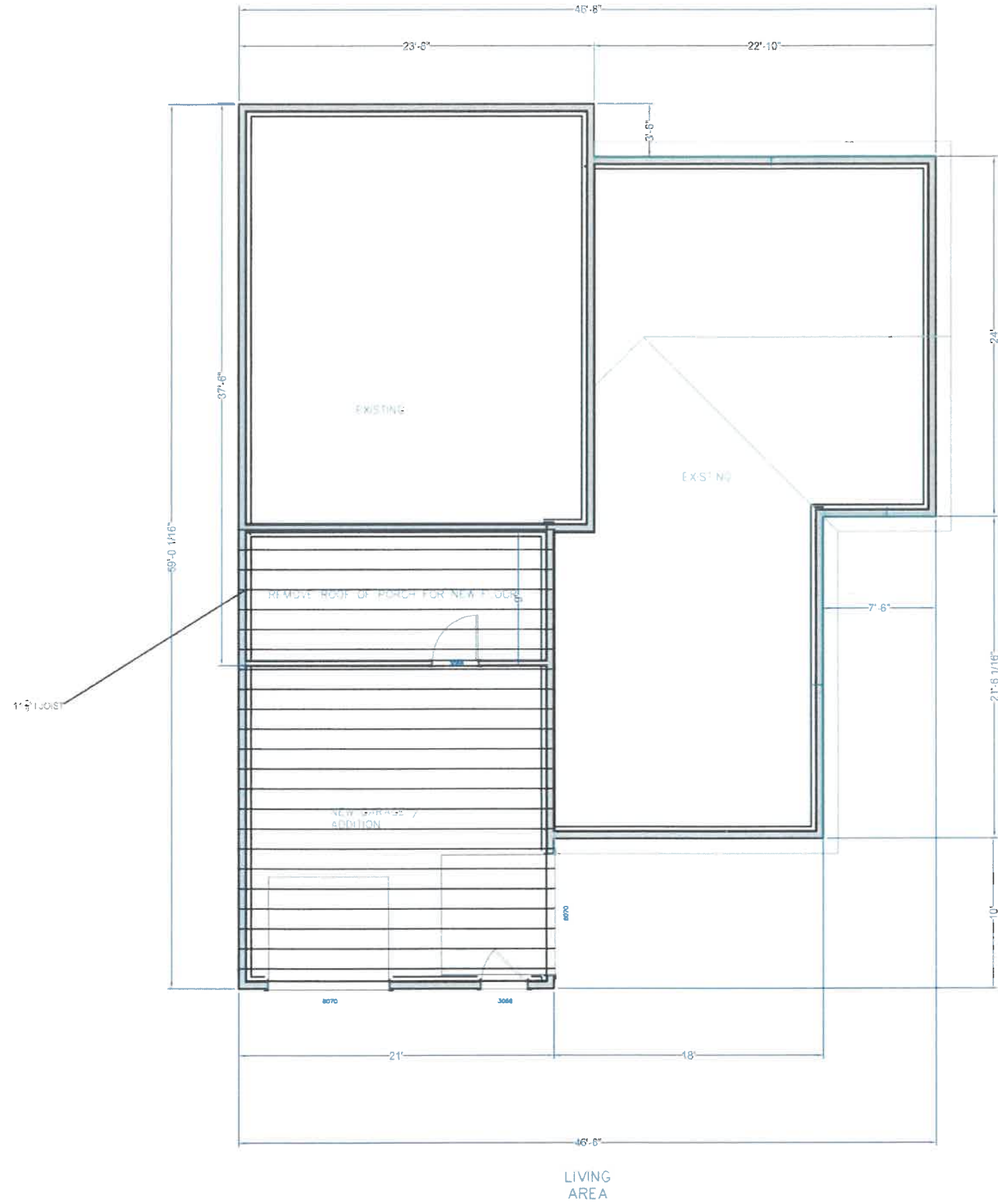
NO.	DATE	REVISION

FIRST FLOOR PLAN
RESIDENTIAL ADDITION



NO.	DATE	REVISION

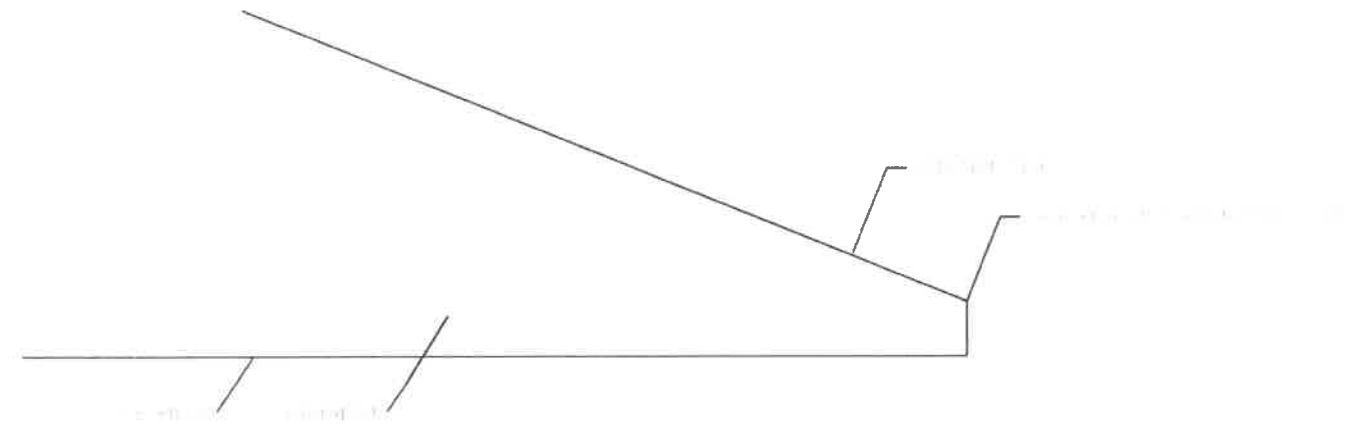
SECOND FLOOR PLAN
RESIDENTIAL ADDITION



NO.	DATE	REVISION	BY

FLOOR SYSTEM LAYOUT
RESIDENTIAL ADDITION

NO.	DATE	REVISION



ROOF / TRUSS Detail-

Scale: None

GARAGE SEPARATION (RC)

The private garage shall be separated from the dwelling unit and its attic area by means of gypsum board, not less than 1/2" in thickness, applied to the garage side.

Garages located less than 3' from a dwelling unit on the same lot shall have not less than 1/2" gypsum wall board or equal protection applied to the interior or side of exterior walls where within 3' of the residence.

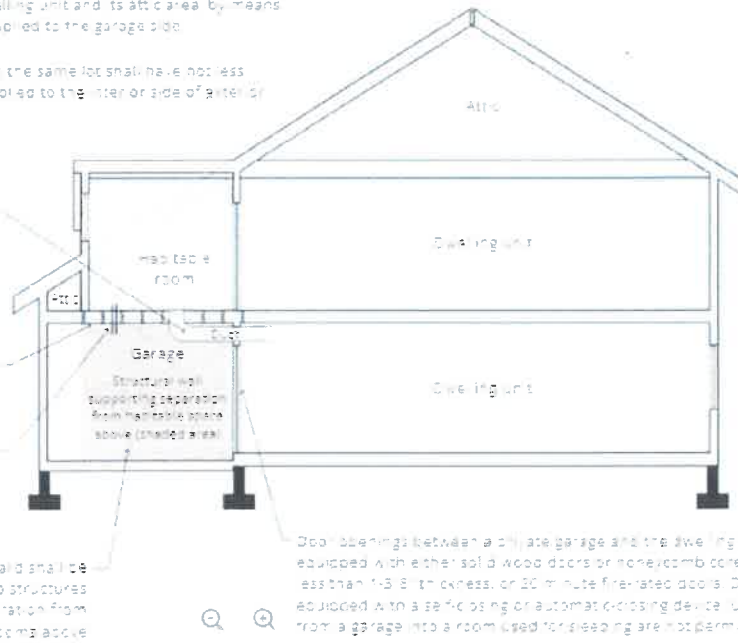
Ducts in a private garage and ducts penetrating the walls or ceilings separating the dwelling unit from the garage, including its attic area, shall be constructed of sheet steel, min 26 gage thickness or other approved material and shall not have openings into the garage.

Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than a 5/8" type X gypsum board or equivalent.

Other penetrations (for example pipes and wires) shall have the annular space sealed with an approved material to resist the free passage of flames and products of combustion.

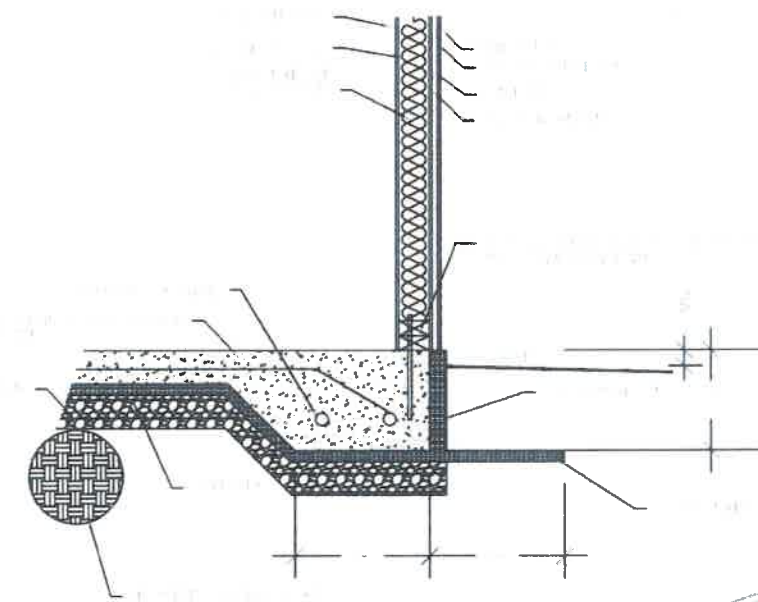
1/2" gypsum wall board shall be applied to structures supporting the separation from habitable rooms above.

Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or non-combustible steel doors not less than 1-3/8" in thickness or 30 minute fire-rated doors. Doors shall be equipped with a self-closing or automatic closing device. Openings, doors from a garage into a room used for sleeping are not permitted.



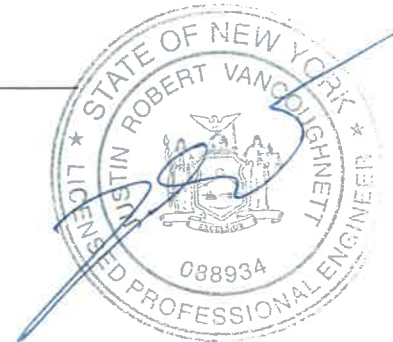
GARAGE SEPARATION Detail-

Scale: None



Foundation Detail-

Scale: None



NOTES:

SECTION 1

A. BACKGROUND

THE PROPOSED PROJECT IS AN ADDITION AT 312 GOTHAM STREET, CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK.

B. COMPLIANCE

ALL INSTALLATIONS SHALL COMPLY WITH THE LATEST REQUIREMENTS OF THE RESIDENTIAL CODE OF NEW YORK STATE AND ALL OTHER APPLICABLE LOCAL AND STATE REQUIREMENT.

SECTION 2

A. OCCUPANCY CLASSIFICATION

BUILDING OCCUPANCY-R-3.

B. CONSTRUCTION CLASSIFICATION

WILL BE TYPE V CONSTRUCTION

C. DESIGN LOADS

ROOF	SNOW	60 PSF
	LIVE	50 PSF
	DEAD	10 PSF
FLOOR - GARAGE	LIVE	100 PSF
FLOOR -	LIVE	40 PSF
	DEAD	10 PSF
FLOOR-ATTIC TRUSS	LIVE	20 PSF
	DEAD	10 PSF
CEILINGS	DEAD	10 PSF
WIND	(0 TO 25 FT. HIGH)	115 MPH

D. CONCRETE

- D.1. ASSUMED SOIL BEARING 2,000 PSF.
- D.2. CONCRETE TO HAVE A MINIMUM ULTIMATE 28 DAY COMPRESSIVE STRENGTH OF NOT LESS THAN 3,000 PSI. ALL MATERIAL TO BE IN ACCORDANCE WITH THE LATEST ASTM SPECIFICATIONS. CONCRETE TO BE PLACED AND TESTED IN ACCORDANCE WITH THE LATEST ACI CODE.
- D.3. ALL CONCRETE WITH POTENTIAL FROST EXPOSURE SHALL BE AIR ENTRAINED.
- D.4. FOOTERS AND FLOORS TO BE AS SHOWN.
- D.5. WELDED WIRE MESH SHALL CONFORM TO ASTM A185.
- D.6. ALL CONCRETE WORK TO CONFORM TO LATEST ACI CODE.
- D.7. CURING PRECAUTIONS - PROPER CONCRETE PLACEMENT PROCEDURES SHOULD BE FOLLOWED TO ENSURE THAT CONCRETE IS ALLOWED TO CURE UNIFORMLY.

E. CONTRACTOR IS TO CONTACT THE UNDERGROUND FACILITIES PROTECTION ORGANIZATION PRIOR TO EXCAVATION. 1-800-962-7962

F. CONTRACTOR SHALL VERIFY ALL MEASUREMENTS AND STRUCTURES LOCATIONS AT THE SITE AND PROMPTLY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES. CONTRACTOR IS RESPONSIBLE FOR REVIEWING DRAWINGS FOR ANY DIMENSIONAL DISCREPANCIES OR CONSTRUCTIBILITY ISSUES THAT COULD IMPACT THE CONSTRUCTION OF THE BUILDING. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IN WRITING OF ANY SUCH ISSUE OR DISCREPANCY.

G. EXTERIOR WALLS TO BE AS SHOWN. ALL EXTERIOR WALLS SHALL BE 2X6 @ 16" O.C. ALL ICF CONCRETE CONSTRUCTION (IF APPLICABLE) TO BE IN ACCORDANCE WITH DRAWINGS AND MANUFACTURERS PRESCRIPTIVE DESIGN AND INSTALLATION RECOMMENDATIONS.

H. INTERIOR NON-LOAD BEARING WALLS TO BE 2X4 STUDS 16" O.C. WITH PAINTED SHEETROCK BOTH SIDES.

I. TRUSSES/RAFTERS TO BE PRE ENGINEERED 24" O.C. WITH OVERHANG AS SHOWN OVER HOUSE AND ATTIC TRUSSES AS SHOWN. MINIMUM DESIGN LOADS FOR ROOF DESIGN ARE LISTED IN SECTION 2.C.

J. FLOORS TO BE PRE ENGINEERED AT 16" O.C. MINIMUM TOP CHORD AND BOTTOM CHORD LOADS FOR FLOOR JOIST DESIGN ARE LISTED IN SECTION 2.C.

K. CEILINGS TO BE PAINTED 5/8" SHEETROCK.

L. ALL ELECTRICAL TO BE DONE IN ACCORDANCE WITH LATEST NATIONAL ELECTRICAL CODE.

L. GARAGE TO BE SEPARATED FROM LIVING AREAS BY A 1 HOUR FIREWALL (ONE LAYER OF 5/8" TYPE "X" SHEETROCK EACH SIDE) EXTENDING INTO THE ATTIC AREA. A DOOR (SELF CLOSING) SEPARATING THESE AREAS SHALL HAVE A ¼ HOUR RATING. THE WALL SEPARATING DWELLING UNITS OR OCCUPANCY SHALL BE INSULATED TO A MINIMUM OF R-10.

M. ALL LUMBER TO BE #2 HEMLOCK, #1 DOUG FIR OR BETTER.

N. DOORS SCHEDULE:

AS SHOWN ON DRAWING

O. WINDOW SCHEDULE:

AS SHOWN ON DRAWING

CONTRACTOR SHALL VERIFY ROUGH OPENING WITH MANUFACTURES RECOMMENDATIONS.

P. BEDROOM WINDOWS SHALL MEET EMERGENCY EGRESS REQUIREMENTS. EGRESS WINDOWS SHALL HAVE A MINIMUM NET CLEAR OPENING OF 5.7 SQUARE FEET.

Q. HEAT SYSTEM: LB/NG-FORCED AIR (ALL DUCTWORK TO MEET LATEST ENERGY CODE)

R. SMOKE DETECTORS SHALL BE INSTALLED IN EACH SLEEPING ROOM. OUTSIDE EACH SEPARATE SLEEPING AREA IN THE IMMEDIATE VICINITY OF THE BEDROOMS, ON EACH ADDITIONAL STORY OF THE DWELLING INCLUDING BASEMENTS. AND BE INTERCONNECTED.

S. CARBON MONOXIDE DETECTORS SHALL BE INSTALLED ON EACH STORY OF THE DWELLING CONTAINING A SLEEPING AREA, WITHIN 10 FEET OF THE SLEEPING AREA(S), ON ANY STORY OF THE DWELLING THAT CONTAINS A CARBON MONOXIDE SOURCE, AND BE INTERCONNECTED.

T. PLUMBING:

T.1. WATER PIPING: ALL WATER PIPING TO BE PEX TUBING WITH FITTING AND ADAPTERS.

T.2. SANITARY AND WASTE WATER DRAINAGE PIPING: ALL DRAINAGE PIPING TO BE PVC PIPE SCHEDULE 40 OR BETTER.

T.3. VENTS: TO BE 3" DIAMETER THROUGH ROOF AND INSTALLED PER CODE.

T.4. PIPING SCHEDULE: ALL BRANCH LINES SHALL HAVE STOP VALVES, BRANCHES SHALL BE THE FOLLOWING SIZES:

- WATER CLOSETS - ½" PEX
- LAVATORIES - ½" PEX HOT & COLD
- WATER HEATER - ½" PEX HOT & COLD

T.5. HOT AND COLD WATER LINES: TO BE RUN UNDER FLOOR. AT THE OWNERS DISCRETION DEDICATED HOT AND COLD RUNS WITH NO TRIBUTARIES ARE TO BE RUN DIRECTLY FROM THE DISTRIBUTION MANIFOLD TO THE SHOWER/BATH FACILITIES TO PREVENT TEMPERATURE FLUCTUATIONS DURING COMMON LINE USAGE.

T.6. WATER CLOSETS: AS SELECTED BY OWNER.

T.7. CLEANOUTS: SHALL HAVE ACCESSIBLE BRASS SCREW OR PLUG SO INSTALLED TO BE WATERTIGHT. CLEANOUTS TO BE INSTALLED PER CODE.

T.8. HOT WATER HEATER: LP/NG.

U. ATTACHED/BY OTHERS

U.1. PRE-ENGINEERED ROOF TRUSS SYSTEM (FABCO)

U.2. PRE-ENGINEERED FLOOR JOIST SYSTEM (FABCO)



JVA
Civil and Mechanical Engineering, P.E.
1000 South Street, Suite 200
Watertown, NY 13601

PREPARED FOR:
COUNTRYMAN ADDITION
312 GOTHAM STREET
WATERTOWN, NY 13601

NO.	DATE	REVISION

NOTES:
RESIDENTIAL ADDITION