



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD
ROOM 304, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7740

MEETING: February 4, 2020

PRESENT:

Larry Coburn, Planning Board Chair
T.J. Babcock
Michelle Capone
Linda Fields
Kerry Johnson
Neil Katzman

ALSO:

Michael A. Lumbis, Planning and Community
Development Director
Jennifer Voss, Senior Planner
Geoffrey Urda, Planner
Michael Delaney, City Engineer
Benjamin Arquitt, Civil Engineer I

ABSENT:

Katie Dermody

The February 4, 2020 Planning Board Meeting was called to order at 3:00 p.m. by Planning Board Chair, Larry Coburn.

Mr. Coburn then called for a reading of the Minutes from the January 7, 2020 Planning Board Meeting. Ms. Fields made a motion to accept the minutes as written. Mr. Johnson seconded the motion and all voted in favor.

WAIVER OF SITE PLAN APPROVAL 1511 WASHINGTON STREET, PARCEL NUMBER 13-23-104.002

The Planning Board then considered a request submitted by Robert Ferris for the construction of a 1,500 square foot temporary gravel parking lot at 1511 Washington Street, Parcel Number 13-23-104.002.

Mr. Ferris attended to represent the request.

Mr. Ferris began by saying that he was looking to install a temporary parking lot adjacent to the lower (northern) driveway at the subject property, to accommodate new tenants in the lower portion of the building, until he had the opportunity to submit a full site plan application for an expansion of their existing parking lot. Mr. Coburn asked if Mr. Ferris still planned to install an Automated Teller Machine (ATM) at this property, a project for which the Planning Board had granted him a previous Waiver of Site Plan Approval. Mr. Ferris replied that the party interested in installing an ATM decided to wait until spring to move forward. He then handed a draft sketch to the Planning Board that depicted his future paving plans for the site, which he said would be closer to what he would submit when he was ready to apply for a full site plan approval. He added that the temporary lot would be crushed stone.

Mr. Coburn then asked how long “temporary” meant. Mr. Ferris replied that he only planned to use the crushed stone lot until spring, at which time he planned to apply for full site plan approval for a larger, paved lot on a different part of the site.

Mr. Coburn then asked Mr. Ferris if he had read the summary items in Staff’s memorandum. Mr. Ferris replied that he had not. Mr. Coburn then asked if the property shared its entrance drive with Samaritan Medical Center, which owned the neighboring property to the south. Mr. Ferris answered in the affirmative and then identified the property line on the drawing, adding that he planned to pave the entire entrance drive, including the hospital’s side, and noted that he had an easement from the hospital for parking.

Mr. Coburn then said that he acknowledged that Mr. Ferris had not seen the summary items yet; nonetheless, the Planning Board would still need to go through them with him. Mr. Ferris said that was fine and Mr. Coburn began with the first summary item, which stated that the applicant would need to widen the northern drive aisle to 20 feet if he intended to use it for two-way traffic. Mr. Ferris said that he had no problem with that. Mr. Coburn then said that he wanted to make sure that Mr. Ferris understood that if the Planning Board granted him the Waiver, this would be a contingency of their decision. Mr. Ferris replied that he understood that.

Mr. Coburn then addressed the second summary item, which required the applicant to shift the proposed parking area 5 feet to the east to provide the 15-foot setback required by the Zoning Ordinance. Mr. Ferris said he had no problem with that.

Mr. Coburn then addressed the third summary item, which required the applicant to slope the proposed temporary parking area a minimum of 2 percent (0.25 inches per foot) toward Washington Street. Mr. Ferris said he was fine with that as well.

Mr. Coburn then addressed the fourth summary item, which required the applicant to update Drawing L-1 to show the parcel number, address and owner name within the parcel boundary. Mr. Ferris said that he would make the updates.

Mr. Coburn then addressed the fifth summary item, which stated that the applicant must obtain a Certificate of Zoning Compliance and a Building Permit prior to construction. Mr. Ferris acknowledged the need for both.

Mr. Coburn then address the sixth summary item, which stated that the applicant must return to the Planning Board for site plan approval if the temporary lot is going to become permanent by paving the lot. Mr. Ferris replied that he understood and was good with that.

Ms. Capone then asked what was changing at the site that necessitated the temporary lot. Mr. Ferris replied the next steps on the drawing that he previously handed the Planning Board that depicted his permanent paving plan. Mr. Ferris went on to explain that when he said this was temporary, he meant that if his tenants wanted to move in before the spring, he wanted them to have a place to park, but that was not where he wanted the permanent lot to be on the site.

Ms. Fields then asked about water drainage. Mr. Ferris then identified all the catch basins on the drawing and further explained the grading patterns around the site.

Ms. Capone then moved to approve the request submitted by Robert Ferris for the construction of a 1,500 square foot temporary gravel parking lot at 1511 Washington Street, Parcel Number 13-23-104.002:

1. If the northern drive aisle is to be used for two way traffic, it must be widened to a minimum of 20 feet wide to ensure adequate space for two-way traffic.
2. The applicant must shift the proposed parking area 5' to the east to provide the 15' setback required by the Zoning Ordinance.
3. The applicant must slope the proposed temporary parking area a minimum of 2 percent (0.25" per foot) toward Washington Street.
4. Drawing L-1 must be updated to show the parcel number, address and owner name within the parcel boundary.
5. The applicant must obtain a Certificate of Zoning Compliance and a Building Permit prior to construction.
6. The applicant must return to the Planning Board for site plan approval if the temporary lot is going to become permanent by paving the lot.

Ms. Fields seconded the motion and all voted in favor.

PRESENTATION AND DISCUSSION – PRELIMINARY CONCEPT PLAN 1 THOMPSON PARK, PARCEL NUMBER 12-26-104.000

The Planning Board then heard a presentation from Michael E. Lundy, President of Watertown Golf Club, Inc. for proposed future site improvements at the Watertown Golf Club (WGC), 1 Thompson Park, Parcel Number 12-26-104.000.

Mr. Lundy said there was quite a bit to this proposal and he wanted to discuss it with the Planning Board, and then come back in the near future with a formal submission. He began by identifying all the existing features at the site on his concept drawing. He then said that one of the first things he wanted to do was build a new cart storage building. He noted that the required setback was five feet, so he planned to leave six or seven feet to the property line just to be safe. He added that his proposed location would allow carts to stage adjacent to the first tee.

Mr. Lundy then said that he planned to add a starter building near the first tee, which would measure roughly 16-by-20 feet and be similar to an Amish shed structure. Mr. Lundy said that it could become a permanent structure or he might relocate it once the final golf course redesign was complete. Mr. Lundy then said that the existing pro shop was inside the clubhouse and some things were not working as well as he originally thought and he hoped that having a starter building would help. Mr. Lundy also said that the temporary event tent area erected last year would become a permanent location for events.

Mr. Lundy then said that he wanted to have a service bar on site, noting that the temporary bar he used last year involved excessive setup and tear down time, as well as a food preparation area and bathrooms. He then reiterated that this would be in the style of an Amish shed, and added that the golf course is open from April to October and he can winterize everything.

Mr. Lundy then turned his attention to the existing clubhouse, which he said he previously considered replacing with a new clubhouse, but he was not sure he wanted to do that now. Mr. Lundy said that with the recent parking controversy, he might instead opt to renovate the interior of the existing clubhouse even further, restructure it and leave it in place. He said that he does not presently have a formal plan that depicts a new clubhouse.

Mr. Lundy then identified the location of the existing septic tank, which he said was an issue because part of it was three feet over the property line. He said that because of this, he would just put in a new system. He said he looked into tying into the City sewer system but opted against it. He said that GYMO had already done testing and he planned to expand the area near the driving range practice tee and create a leach field in that area and pump the sewage to the new leach field.

Mr. Katzman then asked Mr. Lundy if he planned to implement these changes this year or next, and whether he had contacted the New York State Department of Health (DOH) about his septic plans. Mr. Lundy replied that septic was under the purview of the New York State Department of Environmental Conservation (DEC) and the City Engineer, not DOH. He then said that he planned to complete all proposed work this year.

Mr. Lundy then said that the WGC had previously stored tractors and other equipment outside and adjacent to the maintenance building. He said that he would like to put a fence around this area for the equipment. He then drew the Planning Board's attention to the red rectangle on the drawing, which he said was a proposed addition to the maintenance building with a heated service area that would enable maintenance activities during the winter.

Mr. Lundy then addressed the parking situation. He said that the existing paved parking area on the WGC property is angled and can fit 40-to-44 cars. He said that by widening that area to 60 feet, it could fit 50 cars and provide better traffic flow. He then said that he planned to create another parking area on his property near the 18th green that could fit an additional 50 cars, so that between existing and proposed parking, the course would be able to accommodate 100 cars. He said this would well exceed the parking requirement of the zoning ordinance. He then said his intention was to assemble all this into a final submission and start as soon as the weather permits.

Mr. Coburn then asked Mr. Lundy if he had met with the Fire Department. Mr. Lundy replied that he had not had any discussions with the Fire Department. Mr. Lumbis then said that the Planning Department refers all site plans it receives to Code Enforcement which then seeks input from the Fire Department.

Mr. Katzman then asked if the proposed parking lot would be blacktop. Mr. Lundy replied that it would be crushed stone. Mr. Katzman then asked where Mr. Lundy intended to position the required ADA accessible parking spaces. Mr. Lundy replied that he was

not sure yet, but that most likely they would be adjacent to the event tent. Mr. Katzman then expressed further concern about general ADA access to the event tent.

Ms. Capone then asked if there was anything that jumped out to Staff. Mr. Lumbis replied that Staff had included some comments in the memorandum for this meeting and that any other comments would be included in the formal review memo once a formal application is submitted.

Mr. Katzman then asked for the size of the event tent. Mr. Lundy replied that it was 40-by-60 feet. Mr. Babcock then asked if Mr. Lundy planned to pave the gravel lot in the future. Mr. Lundy replied that he might pave it later, but that was like trying to look into a crystal ball.

Ms. Capone then asked where the splash pad and the pool were in relation to the golf course. Mr. Lundy then identified their locations to the north of the course. Ms. Capone then advised to consider those trip generators when evaluating traffic patterns. Mr. Katzman then asked if Mr. Lundy was keeping any public parking. Ms. Voss replied in the negative, noting that the City Council recently did away with the public parking area adjacent to the course. Ms. Capone then explained that the golf course lot was posted as private parking. Ms. Capone then encouraged the City to think about parking in Thompson Park.

Mr. Katzman then asked Mr. Lundy how many people he anticipated having for major events. Mr. Lundy replied that a full event would be 144 golfers plus staff, and he would likely hold eight to ten such events a year. He added that the ability to accommodate 100 cars would handle most golf events.

Ms. Fields then asked about landscaping. Mr. Lundy replied that the event tent already has surrounding landscaping and there were probably no landscaping opportunities at the storage building. He noted that there is some existing landscaping at the clubhouse and there could be an opportunity for screening along the parking lot but he did not want to block the view of the golf course.

Mr. Coburn then asked Mr. Lundy to make sure that all required drawings and information are provided when he cleans this up for a formal submission. Mr. Katzman then asked Mr. Lundy when he planned to submit. Mr. Lundy replied that it could be as soon as March. Mr. Coburn then advised Mr. Lundy to check with Code Enforcement regarding requirements for temporary buildings.

Mr. Arquitt then asked Mr. Lundy why he planned to install his own septic system rather than tie into the City's. Mr. Lundy replied that he wanted to avoid politics and controversy, so it was best to take care of that himself.

Ms. Capone then asked if the project would necessitate a Stormwater Pollution Prevention Plan (SWPPP). Mr. Arquitt replied that the SWPPP requirement only applied to projects that disturbed over an acre of land. Mr. Lundy then said that he understood the SWPPP rules, but then noted that a lot of the proposed work was on existing development, which he said would not represent new disturbance, so the total might not be over an acre.

Mr. Katzman then asked if Mr. Lundy planned to be open for golf this year. Mr. Lundy replied that his hope was to open in 2020.

PLANNING BOARD ANNUAL TRAINING – LOCAL GOVERNMENT CONFERENCE

Mr. Lumbis then addressed the Planning Board and said that every member received a copy of the agenda for the Tug Hill Local Government Conference in March. He then reminded the board that all members must have four hours of training per year, and while there were other training events throughout the year, this was a great opportunity to satisfy the four-hour requirement in one day.

Mr. Lumbis then said that there was one additional item he wanted to discuss that was not on the agenda. He said that the Watertown Local Development Corporation (LDC) was working with Renzi Foodservice and Roth Industries to relocate the rail spur in the industrial park. He explained that there was no associated site plan approval, but the project would involve a land swap that necessitated a Subdivision Approval.

He said that they could not make it for today's meeting, but the application was fairly time sensitive. He then asked the Planning Board members if they would consider a special meeting. After some discussion, the board agreed to hold a special meeting at 1 p.m. on Friday, February 21, 2020.

Ms. Capone moved to adjourn the meeting. Ms. Fields seconded the motion and all voted in favor. The meeting was adjourned at 3:43 p.m.