



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD

ROOM 305, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7741

MEETING: March 17, 2022

PRESENT:

Michelle Capone, Acting Planning Board
Chairperson
T.J. Babcock
Linda Fields
Neil Katzman

ALSO:

Michael A. Lumbis, Planning and
Community Development Director
Michael Delaney, City Engineer
Jennifer Voss, Senior Planner
Michael DeMarco, Planner
Geoffrey Urda, Planner
Leta Harp, Secretary

ABSENT:

Larry Coburn
Michael Pierce

Acting Planning Board Chair, Michelle Capone, called the March 17, 2022, Planning Board meeting to order at 3:00 p.m. Ms. Capone then asked for a motion regarding the Minutes from the February 1, 2022, Planning Board Meeting.

Mr. Katzman made a motion to approve the minutes as written, Mr. Babcock seconded the motion, and all voted in favor.

SUBDIVISION FINAL PLAT APPROVAL 407 SHERMAN STREET - PARCEL NUMBER 10-15-112.000

The Planning Board then considered a Request submitted by Adam Storino, PLS of Storino Geomatics PLLC., on behalf of 407 Sherman Street Partnership for a two-lot subdivision of 407 Sherman Street, Parcel Number 10-15-112.000. A public hearing has been scheduled for 3:05 p.m.

Thomas M. Storino, PLS, President of Storino Geomatics PLLC, said they were proposing to divide the lot at 407 Sherman Street into two parcels. He said the western section would retain the 407 Sherman Street address, and the eastern section would become part of the 165 Mullin Street parcel. He said they had come to a time that works for both parties to subdivide giving Storino Properties an opportunity to make additional repairs and cleanup of asphalt and add a couple feet of new grass.

Ms. Capone said the summary items that needed to be addressed are number one; the applicant must assemble the subdivided 0.028-acre eastern section of the subject parcel with 165

Mullin Street, Parcel Number 10-15-113.000 by way of new metes and bounds description that is filed with the County Clerk.

Mr. Storino responded in the affirmative.

Ms. Capone then continued by addressing the second summary item and that the applicant must assemble Parcel 10-15-111.000 and 10-15-112.000, which collectively make up the lands known as 407 Sherman Street, into a single parcel as described in the suggested description for Parcel 2.

Mr. Storino responded that he did not think that Parcels 10-15-111.000 and 10-15-112.000 were going to be assembled and that as he understood it, the 407 Sherman Street Partnership's intent was for them to remain as they are.

Ms. Capone asked Staff if it would pose any type of issues if they were left unassembled.

Mr. Urda replied that Staff would prefer that they assemble them since they function as one single parcel. He said Staff is aware that the 407 Sherman Street Partnership intends to sell the parcels soon, and it would make for a cleaner deed transfer if they were assembled. He then said it is at the discretion of the Planning Board if they would like to keep that condition of assembling the parcels. Mr. Urda then reiterated that Staff's recommendation was to assemble them into a single 407 Sherman Street parcel.

The Planning Board indicated, and Ms. Capone stated that summary item number two would remain a condition for the applicant.

Ms. Capone then said that Staff had identified that Question 20 on the SEQR form was improperly identified by the applicant.

Mr. Urda said the applicant submitted a list of all the sites in the City that were currently or previously under DEC remediation that would have prompted the DEC's online SEQR EAF mapper to generate a "Yes" answer to Question 20. However, after review, none of the properties on the list were near the subject property, and Staff was satisfied with Question 20.

Ms. Capone said that condition number three from the summary list could be removed. She then said that condition number four was the submission of the new Mylar drawing for signature by the Clerk of the Planning Board that contains the words "Subdivision Final Plat" in the title.

Mr. Urda said the applicant had already submitted the new Mylar drawing.

Ms. Capone then said that condition number four could be removed from the summary list.

PUBLIC HEARINGS
SUBDIVISION FINAL PLAT APPROVAL
407 SHERMAN STREET – 1851 STATE STREET - 27-30 WATER STREET

Ms. Capone called for public hearing number one to be convened at 3:05 p.m. for the Final Plat of a two-lot subdivision of 407 Sherman Street, Parcel Number 10-15-112.000.

Ms. Capone read the legal notice for the public hearing that had been published in the *Watertown Daily Times*. She invited anyone from the public to be heard on the matter with privilege of the floor. No one was present to speak regarding comments or concerns in the matter. Ms. Capone then closed the public hearing at 3:06 p.m.

Ms. Capone called for public hearing number two to be convened at 3:05 p.m. for the Final Plat of a two-lot subdivision of 1851 State Street, Parcel Number 5-21-122.000.

Ms. Capone read the legal notice for the public hearing that had been published in the *Watertown Daily Times*. She invited anyone from the public to be heard on the matter with privilege of the floor. No one was present to speak regarding comments or concerns in the matter. Ms. Capone then closed the public hearing at 3:07 p.m.

Ms. Capone called for public hearing number three to be convened at 3:05 p.m. for the Final Plat of a two-lot subdivision of 27-30 Water Street, Parcel Number 4-27-606.000

Ms. Capone read the legal notice for the public hearing that had been published in the *Watertown Daily Times*. She invited anyone from the public to be heard on the matter with privilege of the floor. No one was present to speak regarding comments or concerns in the matter. Ms. Capone then closed the public hearing at 3:08 p.m.

SUBDIVISION FINAL PLAT APPROVAL
407 SHERMAN STREET - PARCEL NUMBER 10-15-112.000
(CONTINUED)

The Planning Board then continued the Subdivision Approval request for 407 Sherman Street.

Ms. Capone stated that the Planning Board needed to complete the environmental review for the Subdivision Final Plat for 407 Sherman Street. The Planning Board then considered each question on Part 2 of the SEQR Short EAF one by-one, answering no to all of them. Mr. Babcock made a motion for a Negative Declaration for the proposed subdivision pursuant to the requirements of SEQRA. Ms. Fields seconded the motion. All voted in favor, none opposed.

With no questions or comments from the Planning Board members, Mr. Babcock made a motion to approve the Final Plat for the request submitted by Adam Storino, PLS of Storino Geomatics on behalf of 407 Sherman Street Partnership for a two-lot subdivision of 407 Sherman Street, Parcel Number 10-15-112.000, contingent upon the following:

1. The applicant must assemble the subdivided 0.028-acre eastern section of the subject parcel with 165 Mullin Street, Parcel Number 10-15-113.000 by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant must assemble Parcel 10-15-111.000 and 10-15-112.000, which collectively make up the lands known as 407 Sherman Street, into a single parcel as described in the suggested description for Parcel 2.

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

**SUBDIVISION FINAL PLAT APPROVAL
1851 STATE STREET – PARCEL NUMBER 15-21-122.000**

The Planning Board then considered a Request submitted by Nolan T. Kokkoris of Bond, Schoeneck & King on behalf of Northern Credit Union for a two-lot subdivision of 1851 State Street, Parcel Number 5-21-122.000.

Haley DeCarlo, Associate, Bond, Schoeneck & King, was present to represent Northern Credit Union for the project. She said the applicant proposed to purchase Parcel B of the subdivided subject parcels, to explore future development interests on that lot.

Ms. Capone then addressed summary condition number one. She said the applicant shall confirm that the easement between Watertown Center Development, LLC and Vogel Properties Watertown LLC referenced in the existing deed for the subject parcel is an access easement allowing access across 144 Eastern Boulevard and that Parcel A, once subdivided, will continue to enjoy the benefit of this easement and that the deed filed for Parcel A with the County Clerk shall reflect this.

Mr. Urda said Mr. Kokkoris did email Staff the instrument that recorded the easement, but that raised a new issue, which he said the Planning Board could resolve by rewording condition number one. He said they did submit proof of the easement, Instrument 2015-00006193, but that the notes on the Subdivision drawing referenced an instrument recorded in 2005. Mr. Urda said it was the same easement, but the land that the easement is across changed hands in 2015 and that was why the 2015 number was recorded in the current instrument.

Mr. Urda then said that Mr. Kokkoris, before he submits his final drawing to clerk of the Planning Board for signature, would have to amend the note on the drawing. He said the Planning Board could probably strike condition one and replace it with a condition reworded as such: "*The applicant shall amend the notes section of the drawing regarding the easement across the lands of 144 Eastern Bouvard to the satisfaction of the City Assessment Department prior to the signature of the Clerk of the Planning Board.*"

Ms. Capone then said the other summary item was that the applicant shall change the answer to Question 8b on the SEQR short EAF form "No" to "Yes".

Mr. Urda said this change had already been completed and distributed to the Board.

Ms. Capone then said that the Planning Board needed to complete the environmental review for the Subdivision Final Plat for 1851 State Street. The Planning Board then considered each question on Part 2 of the Short EAF one by-one, answering no to all of them. Mr. Babcock made a motion for a Negative Declaration for the proposed subdivision pursuant to the requirements of SEQRA. Ms. Fields seconded the motion. All voted in favor, none opposed.

Mr. Babcock made a motion to approve the Final Plat for the request submitted by Nolan T. Kokkoris of Bond, Schoeneck & King on behalf of Northern Credit Union for a two-lot subdivision of 1851 State Street, Parcel Number 5-21-122.000, contingent upon the following:

1. The applicant shall amend the notes section of the subdivision drawing regarding the easement across the lands of 144 Eastern Bouvard to the satisfaction of the City Assessment Department prior to the signature of the clerk of the Planning Board.

Mr. Katzman stated for the record that he worked for Watertown Center Development, and Mr. Alexander and that he had no material conflicts

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

SUBDIVISION FINAL PLAT APPROVAL 27-30 WATER STREET – PARCEL NUMBER 47-27-606.000

The Planning Board then considered a request submitted by Scott W. Kolb, PLS on behalf of Kate Harrienger for a two-lot subdivision of 27-30 Water Street, Parcel Number 4-27-606.000.

Mr. Kolb was present to give a summary of the proposed project. He said it was the intention of the applicant to divide a 50 ft wide by 100 ft deep parcel, (.115-acres) from Parcel Number 4-27-606.000, creating two parcels. The result after the subdivision is approved would leave the original parcel with approximately 150 feet of road front.

Ms. Capone addressed the Staff Summary condition that after approval, the applicant must submit one (1) reproducible Mylar print and two (2) paper copies of the final plat for signature by the clerk of the Planning Board. The two paper copies will be returned, and one of them must be filed in the County Clerk's Office within 62 days of signing.

Mr. Kolb said he had the Mylar for submission that day, and previously provided the paper copies.

Ms. Capone then said that the Planning Board needed to complete the environmental review for the Subdivision Final Plat for 1851 State Street. The Planning Board then considered each question on Part 2 of the Short EAF one by-one, answering no to all of them. Ms. Fields made a motion for a Negative Declaration for the proposed subdivision pursuant to the requirements of SEQRA. Mr. Babcock seconded the motion. All voted in favor, none opposed.

Ms. Fields then made a motion to approve the Final Plat Subdivision request submitted by Scott W. Kolb, PLS on behalf of Kate D. Harrienger for a two-lot subdivision of 27-30 Water Street, Parcel Number 4-27-606.000 contingent on:

1. Submission of one (1) reproducible Mylar print

Mr. Babcock seconded the motion. All voted in favor, none opposed.

**SITE PLAN APPROVAL
650 STATE STREET – PARCEL NUMBER 12-05-232.100**

The Planning Board then considered a request for Site Plan Approval submitted by Zachary D. Comstock, RA, RLA, of Barton & Loguidice on behalf of Citizen Advocates, Inc. for a 6,500 square-foot (SF) parking lot reconstruction and reconfiguration and associated site improvements at 650 State Street, Parcel Number 12-05-232.100.

Mr. Comstock was present to represent the project, as well as staff from Citizen Advocates. He said they were seeking site plan approval at 650 State Street, which was the former Great American grocery store. He said the property was located on the south side of State Street and the parcel extends from State Street to Boyd Street. He said on the property exists a 22,795 SF building. He said the applicant was looking to renovate the building and site for use as a medical clinic, which was an allowed use for the property which is zoned Commercial. He said they were proposing to renovate 9,645 SF of the building, as well as minor site improvements.

Mr. Comstock then said the site was paved, and used previously as a parking lot, with the Reed & Benoit Funeral Home to the West of the property. There is an easement that allows use of the 71 parking spaces in the adjacent parking lot owned by the funeral home.

He then said the site improvements would consist of resealing and restriping the existing parking lot. He said based on the architectural scheme, they were looking to relocate the main entrance of the building as well as some of the exits on the side of the building towards the parking lot. He said the former grocery store had their entrance at the east corner. He then said they were looking to remove the existing canopy along the front of the building, as well as removing some pavers from the front, and replace with landscaping.

He said they were proposing some improvements to the entrances by removing some asphalt and replacing it with concrete that would be extended to the entrances. He said they were proposing to add a concrete dumpster pad and enclosure in the back of the building. He said along with the generator there was currently a dumpster pad that would be relocated to the rear, to improve the flow of traffic in the parking lot.

Mr. Comstock then said they were decreasing the impervious surface in terms of removing some of the asphalt on the parking lot and adding landscaping. He said they were proposing screening along the east side, where there are residential apartments and homes. They were proposing to do a landscape buffer where there are two residential lots along with some fencing for buffering that area to the rear of the building. He said some issues arose as they inspected the

asphalt and found that some of the sidewalk was in bad shape as well, and at Staff's request would be replacing the sidewalk along Boyd Street.

He then said there was some utility and lighting work that would be done. He said there was an existing pole light in the parking lot that didn't have a fixture so they would be putting in a new fixture with full cut off to match the two existing fixtures. He said they planned on adding lighting to the building and they had submitted a lighting photometric plan/report.

He then said that Staff had identified a neighbor to the rear that uses the parking lot as a drive through to access his property into a gravel driveway that is landlocked. He said after reviewing the easement that Ms. Voss provided, they concluded that the access was not on the 650 State Street parcel, and that since the parking lot had been vacant for some time, it was being used as a short cut. He said that easement will still give those neighbors access to go through to Boyd Street, but it is on the other side of their home, and they are proposing screening and to install fencing.

Mr. Katzman wanted to know how the applicant would be replacing the pavers and sidewalk when it was City property.

Mr. Comstock said the sidewalk was currently located on the applicant's property.

Mr. Lumbis said the property line followed the back of the concrete sidewalk, and the pavers were behind that on private property. He said whatever concrete was there prior to the State Street reconstruction project was removed possibly due to grade changes, but it is currently located on the applicant's property.

Ms. Fields wanted to know what the hours of operation would be.

Kaitlyn Gervais, Director of Health Operations for Citizen Advocates, Inc. was present and said the facility would be operating 365 days per calendar year, and 24 hours each day.

Ms. Capone noted that the applicant must add a fence permit as a condition to summary item number one in addition to obtaining, minimally, the following permits prior to construction: Building Permit, Sidewalk Permit, Curb Cut Permit and Zoning Compliance Certificate. She also addressed the driveway, curbing, and sidewalks along Boyd Street in summary item number two.

Mr. Comstock responded in the affirmative that those issues were noted and being addressed.

She then said that summary item number three could be removed from the conditions.

Mr. Babcock made a motion that City Council approve the request submitted by Zachary D. Comstock, RA, RLA, of Barton & Loguidice on behalf of Citizen Advocates Inc. for a 6,500 square-foot (SF) parking lot reconstruction and reconfiguration and associated site improvements at 650 State Street, Parcel Number 12-05-232.100 with the following contingencies:

1. The applicant must obtain, minimally, the following permits prior to construction: Fence Permit, Building Permit, Sidewalk Permit, Curb Cut Permit and Zoning Compliance Certificate.

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2. The curbing, driveway aprons and deficient sidewalks along Boyd Street must be replaced in order to better define the entrance/exits and to create a safe circulation pattern through the parking lot for vehicles and to improve safety and access for pedestrians.

Ms. Fields seconded the motion. All voted in favor, none opposed.

Mr. Katzman then moved to adjourn the meeting. Mr. Babcock seconded the motion, and all voted in favor. The meeting was adjourned at 3:28 pm.