



CITY OF WATERTOWN, NEW YORK

CITY PLANNING COMMISSION

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

MEETING: May 2, 2023

PRESENT:

Michelle Capone, Acting Chairperson
TJ Babcock
Linda Fields
Lynn Godek
Neil Katzman

ALSO:

Michael A. Lumbis, Planning and Community
Development Director
Michael Delaney, City Engineer
Geoffrey Urda, Planner
Gertrude Karris, Secretary

ABSENT:

Larry Coburn

Planning Commission Acting Chair, Michelle Capone, called the May 2, 2023, Planning Commission meeting to order at 3:01 p.m. Ms. Capone then asked for a motion regarding the minutes from the April 4, 2023, meeting. Mr. Katzman made a motion to accept the minutes as written, Ms. Fields seconded the motion, and all voted in favor.

SITE PLAN APPROVAL – 202 FACTORY STREET AND 176 POLK STREET PARCEL NUMBERS 6-02-206.000 AND 6-02-205.000

The Planning Commission then considered a request for Site Plan Approval submitted by Kevin M. Bamann, P.E. of GYMO, D.P.C. on behalf of Knowlton Technologies, Inc. to construct a 40-space parking lot at 202 Factory Street and 176 Polk Street, Parcel Numbers 6-02-206.000 and 6-02-205.000.

Mr. Bamann attended to represent the applicant. Mr. Bamann addressed the Commission and introduced Fred Goutremout and William Hardin from Knowlton Technologies and Mark Tompkins, Design Engineer from GYMO, D.P.C.

Mr. Bamann began by describing the location of the proposed parking lot on the site of the former Mick's Place tavern building at 202 Factory Street, which he said had been demolished. Mr. Bamann added that the proposed lot would create 40 spaces, whereas an existing Knowlton lot at 176 Polk Street only contained 18 spaces. He then said that the only entrance to the new parking lot would be from Polk Street. Mr. Bamann then said that the alley entrance colloquially known as Burns Avenue would be closed and blocked with landscaping. He also stated that new curbing will be installed along the length of the Polk Street side of the lot and along the south side of the lot.

Mr. Bamann then said that two designated ADA spaces will be created closest to the Factory Street crosswalk and will have access in and out of the lot via a sidewalk. He then said that four electric vehicle charging stations will be included, per Section 310-37 of the Zoning Ordinance.

Mr. Bamann then said that the applicant will install four pole mounted lights around the perimeter of the lot, as Knowlton runs night shifts, and the light is needed for security. He then referenced the photometric plan and verified that all light spillage is within acceptable parameters. Mr. Bamann then noted that Knowlton has submitted a request for a sign that will go before the Zoning Board of Appeals on May 17, 2023.

Mr. Bamann then said that stormwater drainage will be managed by four drainage inlets which will connect to the Factory Street stormwater system, and added that a large rain garden, along the Polk Street perimeter will provide water treatment and infiltration before the runoff goes into the storm system. Per Staff's Memorandum, the City Engineering Department has no significant concerns regarding site drainage or storm water implications, and the area proposed for disturbance is less than one acre, so a Stormwater Pollution Prevention Plan (SWPPP) is not required.

Mr. Bamann then said that the proposed site plan will reduce impervious areas with the addition of the landscaped buffer zones and rain garden and that interior parking lot trees are provided on three islands or bump out areas located in the southern portion of the site. He then described grass pavers proposed within the required landscape buffer on the north side of the lot, where a turning bay is necessary for cars backing out of the northernmost spaces on either side of the drive aisle. These grass pavers will allow the applicant to meet the intent of the buffering Code while simultaneously allowing safe egress from these two spaces.

Mr. Bamann concluded by addressing the Transportation Demand Management Plan (TDMP) requirement and noting the parking lot will alleviate some of the need for Knowlton employees to use public parking. Mr. Goutremout said that at full employment, the day and night shifts would combine for 165 employees.

Ms. Fields expressed concern for the large number of employees that would be crossing Factory Street as they go to and from work. Mr. Lumbis noted that Rectangular Rapid Flash Beacons are installed on both sides of the crosswalk which should alert drivers to pedestrians when they are activated. At this time, one beacon had been removed temporarily because of the demolition work. Additionally, staff planner Geoffrey Urda said that the distance across Factory Street is significantly shorter than the distance across Mill Street, where the J.B. Wise public parking lot offers an alternate parking option for Knowlton staff.

Ms. Capone reviewed the summary of requirements which the applicant must complete: The applicant shall add a topsoil detail and note to the plans that require a minimum topsoil depth of 16" to be provided throughout the full width and length of the landscape setback areas. The applicant must obtain the following permits prior to construction: General City Permit for work within the Right-of-Way (ROW) and a Zoning Compliance Certificate. Mr. Bamann acknowledged the requirements and stated the applicant would comply.

Ms. Capone asked the Commission members to review the Environmental Assessment Form, Part 2. Each question was read aloud, and all members answered each question in the negative. Ms. Fields then moved to issue a negative declaration for the proposed site plan according to the requirements of SEQRA (State Environmental Quality Review Act). Mr. Babcock seconded the motion, and all members voted in favor.

Mr. Babcock moved to grant Site Plan Approval to Kevin M. Bamann, P.E. of GYMO, D.P.C. on behalf of Knowlton Technologies, Inc. to construct a 40-space parking lot at 202 Factory Street and 176 Polk Street, parcel numbers 6-02-206.000 and 6-02-205.000, contingent upon the following:

1. The applicant shall add a topsoil detail and note to the plans that require a minimum topsoil depth of 16” to be provided throughout the full width and length of the landscape setback areas.
2. The applicant must obtain, minimally, the following permits prior to construction: General City Permit for work within the Right-of-Way (ROW) and a Zoning Compliance Certificate.

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

Mr. Katzman moved to adjourn the meeting at 3:18 p.m. Mr. Babcock seconded the motion, and all voted in favor.

Respectfully Submitted,
Gertrude Mead Karris
Secretary