



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: September 6, 2022

PRESENT:

Larry Coburn, Planning Board Chair
Michelle Capone
Linda Fields
Neil Katzman
Michael Pierce

ALSO:

Michael Lumbis, Planning Director
Michael Delaney, City Engineer
Michael DeMarco, Planner
Gertrude Karris, Secretary

ABSENT: T.J. Babcock

Planning Board Chair, Larry Coburn, called the September 6, 2022, Planning Board meeting to order at 3:00 p.m. Mr. Coburn then asked for a motion regarding the Minutes from the August 4, 2022, Planning Board Meeting.

Ms. Fields made a motion to approve the minutes as written. Mr. Katzman seconded the motion, and all voted in favor (5-0.)

SITE PLAN APPROVAL – 1851 STATE STREET PARCEL NUMBER 5-21-122.200

The Planning Board then considered a request for Site Plan Approval, submitted by Kurt Hackwelder, RLA, of Otisco Design on behalf of Northern Credit Union for the construction of one (1) drive-thru Internet Teller Machine, asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200.

Planning Board Chair, Coburn asked if Mr. Hackwelder was present for Northern Credit Union. Ms. Dorothy Wolff, Facilities Manager for Northern Credit Union said Mr. Hackwelder was not able to attend and that she would represent the project. Ms. Wolff stated that she brought the signed Storm Water report and Mr. Hackwelder could be reached by phone if there were any technical questions that she could not answer.

Mr. Coburn reviewed the summary items, in the Staff Memorandum:

1. The applicant must submit one copy of the Stormwater Report and calculations, signed by a Professional Engineer, licensed in the State of New York.
2. The applicant must provide additional information regarding question #12(b) on the Short Environmental Assessment Form that indicates that the project site, or a portion of it is in or adjacent to an area designated as being sensitive for archaeological sites on the NY State Historic Preservation Office archaeological site inventory.

3. The applicant must obtain, the following permits, at minimum: Building Permit, Sidewalk Permit, Curb Cut Permit, Sign Permit, NYSDOT Highway Work Permit and Zoning Compliance Certificate.

The first item has been addressed with the submission of the stamped and signed stormwater report.

Regarding Item #2, Mr. Coburn stated he would like to know more about the Part 1 of the Short Environmental Assessment Form, Question#12(b) which states the site, or a portion of the site, is in or adjacent to an area designated as being sensitive for archaeological sites on the NY State Historic Preservation Office archaeological site inventory.

Ms. Wolff stated that they have requested a “No Impact” letter from the NYS Historic Preservation Office (SHPO) and will get it to the Board as soon as possible.

Ms. Fields asked for additional information on the removal of trees from the lot. The Staff Memo states that 5 trees of various sizes will be removed as part of the project. Ms. Wolff stated that only trees which present a safety hazard will be removed and any tree that is not in the direct path of construction will be saved. It was noted that the proposed landscape additions along the east, south and west sides of the parcel will consist of both evergreen and deciduous trees, shrubs, perennial flowers, and grasses.

Mr. Coburn asked the Planning Board Members if they had any additional questions.

Hearing no further comments, Ms. Fields moved to recommend that City Council approve the Site Plan submitted by Kurt Hackwelder, RLA, of Otisco Design on behalf of Northern Credit Union for the construction of one (1) drive thru Internet Teller Machine, asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200 contingent on the following:

1. The applicant must submit additional information regarding question #12(b) on the Short Environmental Assessment Form that indicates that the project site, or a portion of it is in or adjacent to an area designated as being sensitive for archaeological sites on the NY State Historic Preservation Office archaeological site inventory.
2. The applicant must obtain, the following permits, at minimum, prior to construction: Building Permit, Sidewalk Permit, Curb Cut Permit, Sign Permit, NYSDOT Highway Work Permit and Zoning Compliance Certificate.

Mr. Katzman seconded the motion, and all voted in favor (5-0).

Mr. Katzman moved to adjourn the meeting. Mr. Pierce seconded the motion and all voted in favor (5-0). The meeting adjourned at 3:06 p.m.