



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: January 3, 2023

PRESENT:

Michelle Capone: Acting Chairperson
Linda Fields
Neil Katzman
Michael Pierce

ABSENT:

T.J. Babcock
Larry Coburn

ALSO:

Michael A. Lumbis, Planning and Community
Development Director
Michael J. Delaney, City Engineer
Jennifer Voss, Senior Planner
Sharlice Bonello, Planner
Michael DeMarco, Planner
Gertrude Karris, Secretary

Acting Planning Board Chair, Michelle Capone, called the January 3, 2023, Planning Board meeting to order at 3:00 p.m. Ms. Capone then asked for a motion to accept the minutes from the December 6, 2022, Planning Board meeting. Ms. Fields moved to accept the minutes as written, Mr. Pierce seconded the motion. All voted in favor.

**SITE PLAN APPROVAL – 514, 528 AND 540 STATE STREET
PARCEL NUMBERS 12-03-126.000, 12-03-127.000, and 12-03-128.000**

Stephanie Albright, P.E. of APD Engineering addressed the Board on behalf of Syracuse Hospitality, LLC. Ms. Albright described the history of the work that has been done with the Planning Board, the Zoning Board of Appeals, and the City Council. Ms. Albright is submitting for Site Plan approval and is presenting an updated Site Plan.

Ms. Albright explained that the site design will allow for 17 cars to be stacked in the drive-thru lanes without backing up into the parking lot. Cars will enter the drive through at a single-entry point and as they make their way south, the lane will widen and split to allow for two rows of stacking. An additional four vehicles could stack toward State Street and an additional five vehicles could stack toward Winthrop Street if necessary. There will be two order points, one pre-pay window and one pick-up window.

The main access point on State Street will be moved further to the west than currently exists, helping to eliminate stacking in front of the parking spaces.

Ms. Albright reported that the applicant has addressed concerns of a local resident by adjusting the location of the dumpster and including a solid fence to block trash and headlights from impinging on the resident's home. The City Planning Department received an email from the resident, confirming satisfaction with the solutions.

Ms. Albright noted that the restaurant will have sidewalk pedestrian access and a bike rack in the front of the building which is in line with the current draft of the updated Zoning Ordinance.

Ms. Albright continued by stating they have proposed a concrete pad for snow storage, located at the southernmost section of the property, below the drive-thru order points. The size of the concrete snow storage area measures approximately 30' x 60'. She said that it was recommended that the applicant reduce the size of the snow storage area by 10' on the west, south and east sides to provide a larger landscaped buffer more suitable for the long-term survival of the plant material placed there and to reduce the amount of impervious area on the site. Ms. Albright noted that part of this area will be used as a bypass for vehicles who need to get out of the drive through lane but agreed that they could reduce the size of the concrete area. She said that it must be large enough for a car to pull into and that she would adjust the plans and provide a new drawing to the Planning Department.

Ms. Albright discussed the proposed fence along a portion of the southern and eastern side of the site to screen the proposed restaurant from the church and neighboring parcels located to the east. There is an existing chain link fence between the proposed Taco Bell parking lot and the parking lot belonging to Church of the Holy Family. Ms. Albright explained that the applicant would like to keep this area open, without a fence, to allow pedestrians to cross easily from one parking lot to another.

Senior Planner Jennifer Voss clarified that the Staff Memo was intended to recognize that there is a fence proposed in a portion of the rear yard and the Board and Planning Staff would like to see more landscaping in that area. She noted that the location of the proposed fence was fine, and they were not recommending extending it any further. Ms. Albright confirmed that she will present the request for more landscaping to the client.

Ms. Albright went on to inform the Board that the Site Plan is less than one acre of disturbance so they will not need a State Pollutant Discharge Elimination System (SPDES) permit. She noted that the proposed site plan will actually increase the green space on site by about 20%.

Ms. Albright noted that the photometric plan shows a significant amount of light spillage onto the church property to the rear. This light spillage is the result of a flood light on an existing utility pole at the rear of the site and is pointed directly into the church parking lot. The applicant is proposing to remove this pole as part of the project and will work with the church to provide lighting for their parking lot.

Ms. Albright then discussed the summary items included in the Planning Department's Staff Memo. She indicated that the parcels would be combined by way of a new metes and

bounds description filed with the County Clerk. Ms. Albright also acknowledged that grass will be installed in the margin area where the driveway aprons are proposed for removal. Ms. Albright then confirmed that delivery trucks will be using the parking area during regular business hours but not at peak times.

Ms. Albright went on to say that she is planning to resubmit the landscaping plan and asked the Board for clarification; Ms. Capone suggested that Planning Staff work with the applicant on selection and location of appropriate tree plantings. Mr. Lumbis suggested that the contingency be worded to allow the applicant to revise the landscaping plan to the satisfaction of City Staff to which Ms. Albright agreed.

Ms. Albright then discussed the relocation of the streetlight. Mr. Lumbis said that the light is owned by National Grid so the applicant must coordinate with and obtain permission from them for the proposed street light relocation. Mr. Lumbis will help Ms. Albright contact the local National Grid liaison.

Ms. Albright then discussed the summary item requesting that the size of the snow storage area be reduced by approximately 10' on the west, south and east sides to provide a larger landscaped buffer more suitable for the long-term survival of the plant material placed there and to reduce the amount of impervious area on the site. Ms. Albright reiterated that the applicant will comply with this requirement to the best of their ability, while still allowing space for vehicle bypass.

Finally, Ms. Albright said that the owner would obtain all required permits.

Ms. Capone then reviewed the revised list of approval contingencies as discussed by the Planning Board:

1. The applicant shall combine the lots prior to the issuance of a building permit by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant shall install grass in the margin area where the driveway aprons are proposed for removal.
3. The applicant shall revise the landscaping plan to the satisfaction of City Staff to include one large deciduous tree planted approximately every 40' or one small to medium deciduous tree planted approximately every twenty feet with planting beds in between the trees in the areas along the street rights-of-way.
4. The applicant shall revise the landscaping plan to the satisfaction of City Staff to include one large deciduous tree planted every 40' or one small to medium deciduous tree planted every 20' or one large coniferous tree planted every 20' along the eastern property line and along the southern site boundary to adequately buffer the residentially zoned areas.
5. The applicant shall coordinate with and obtain permission from National Grid for the proposed street light relocation.

6. The applicant shall reduce the size of the snow storage area by approximately 10' on the west, south and east sides to provide a larger landscaped buffer more suitable for the long-term survival of the plant material placed there and to reduce the amount of impervious area on the site.
7. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, General City Permit (for work within the right-of-way), Sanitary Sewer Connection Permit, Water Supply Permit, and a Zoning Compliance Certificate.

Ms. Fields then made a motion recommending that the City Council approve the site plan submitted by Stephanie Albright, PE of APD Engineering on behalf of Syracuse Hospitality LLC for construction of a 2,738 sq. ft. Taco Bell Restaurant and associated site improvements at 514, 528, and 540 State Street. Parcel Numbers 12-03-126.000, 12-03-127.000, and 12-03-128.000 contingent upon the above noted requirements.

Mr. Katzman seconded the motion. All voted in favor.

Ms. Capone reminded the Board Members that January 19th is a special meeting to review the current draft of the Zoning Ordinance and thanked Ms. Fields for all the time she spent on the committee to create the new Zoning Ordinance.

At 3:15pm Mr. Katzman moved to adjourn the meeting. Mr. Pierce seconded the motion and all voted in favor.

Respectfully submitted,
Gertrude Mead Karris
Secretary