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February 14, 2023

Via email

Greg Lancette, Planning Commission Chairman
Village of North Syracuse Planning Commission
600 South Bay Road
North Syracuse, NY 13212

Re: ImmunoTek – 445-447 South Main Street
File No: 1309.002

Dear Mr. Lancette:

Below please find our responses to the February 7, 2023 Site Plan Application review comments by Amy M. Franco, RLA, CHA, regarding the above-referenced project:

Issue #1: It is the Applicant's intent to convert the existing 12,630 sf structure from a bowling alley and restaurant to a blood plasma donor facility (dba ImmunoTek Bio Centers, LLC). Per the submitted documents, the proposed site improvements include installing curbing, landscaping, loading area with ramp, dumpsters, and signage, as well as modifying and restriping the parking lot including the adjacent parcel (010.-1-19.1 aka 445 S. Main St./Plank Road Ice Cream). Building improvements would be signage, minor facade changes, exterior paint, roof replacement, and remodeling of the interior.

Response: Acknowledged.

Issue #2: The proposed use is an allowed use within the Commercial District (C-2) zone.

Response: Acknowledged.

Issue #3: Please provide the Planning Commission with information as it relates to the Lot Line Adjustment/ Resubdivision between the two Lots, as this does not show on the County Tax Map website.

Response: A Letter of Compliance and recorded Subdivision Plan have been provided from the Onondaga County Planning Agency, showing the lot line adjustment/resubdivision.

Issue #4: Please revise the Site Plan to reflect the Lot acreages for each property as shown in the Survey Plan, which is 1.176± acres for ImmunoTek. This change should also be reflected in the Short EAF item #3 regarding acreages.

Response: Site acreage has been revised to reflect the Survey Plan area. As indicated on the Site Plan, there will be no increase in area to be disturbed.

Issue #5: As noted on the Site Plan, an access agreement shall be required for each of the properties, as well as the agreement for off-site snow storage on the adjacent southern property.

Response: An Access Agreement has been agreed to and will be provided immediately upon closing, which will take place upon Site Plan approval. This process is expected to be complete by the end of March 2023.

Issue #6: Due to the property being located on two streets, Front Yard Setback criteria will be for both S. Main St. and Bay Rd. Please modify the setback dimensions shown on the plan. Please label and show both of the required minimum 10' side yard setbacks.

Response: The site setbacks have been adjusted.

Issue #7: Although the building and parking encroach within the setbacks, this is an existing non-conforming condition. However, the proposed dumpster shall not be located in the setback along S. Bay Rd.

Response: The dumpster has been relocated outside of the setbacks.

Issue #8: The ingress/egress for the property is two existing full access curb-cuts along S. Main St. (US Route 11) and two existing full access curb-cuts along S. Bay Rd. (CR 208). There appears to be no changes to any of these curb cuts. It should be noted that the southern curb cuts shall also be part of the access agreement. Furthermore, any modifications to these curb cuts within both rights-of-ways shall require NYS DOT and OCDOT permits, respectively. Any damage to the sidewalks or driveways within the ROWs shall be repaired to as new or better condition.

Response: Acknowledged.

Issue #9: However, one of the Onondaga County Planning Board comments references replacing an existing sidewalk along S. Main St. Please clarify.

Response: We have performed an evaluation of the existing sidewalk along South Main Street and found no deficiencies or required repairs. Any work within the right-of-way of South Main Street shall be authorized by the NYSDOT. If the NYSDOT gives the directive to revise or repair items within the right-of-way, and a Permit has been issued, then work will be commenced to the satisfaction of the NYSDOT.

Issue #10: All drive aisles shall be at least 25 feet per the Village Code. The Code does not differentiate between two-way and one-way. Please label the dimension of all drive aisles.

Response: All drive aisles are 2-way, meet the 25-foot minimum Village Code requirements, and have been dimensioned on the plans.

Issue #11: With respect to parking, there are 36 existing parking spaces, which includes 2 handicap spaces on the ImmunoTek property. There are 18 existing parking spaces, which includes 1 handicap space on the Plank Road Ice Cream property. Per the Code, based upon the parking requirements for Business and Professional Offices, 1 space, plus one space for every 200 square feet of office space is required for ImmunoTek. Therefore, 64 spaces are required (12,630 sf / 200 +1) with 3 being handicap. There are 48 proposed spaces including 4 handicap spaces on the ImmunoTek property and 27 proposed spaces including 1 handicap space on the Plank Road Ice Cream property which is a total of 75 spaces. If it is the Applicant's intent to share parking between the 2 Lots, the parking requirements for Plank Road Ice Cream shall be included to determine the total required amount of parking. As noted on the Site Plan, this shall also be included within the access agreement.

Response: The existing ice cream parlor requires 6 spaces per the Village Code. They currently have 9 striped spaces. As part of Cross-Access Agreement, the ice cream parlor asked to share 18 spaces with ImmunoTek, as ImmunoTek will not require the number of spaces provided during typical parlor hours. The overall site, under the Agreement exceeds the parking required.

Issue #12: Since only 3 handicap spaces are required, the Applicant may want to consider replacing the awkward northern handicap space with striping.

Response: The northern handicap space has been removed.

Issue #13: Please label where there is proposed curbing, if any. It appears there is curbing along the spaces along S. Main St. and the new landscape area.

Response: The proposed curbing has been labeled on the plan.

Issue #14: Per the details and Narrative, new concrete sidewalks with integral curb are proposed. Please identify those locations on the Site Plan.

Response: The proposed sidewalks with integral curbing have been labeled on the plan.

Issue #15: Per the details, new pavement is proposed. Please identify those locations. Coordinate with note #2 on the Site Plan to distinguish between the locations of pavement resurfacing and new pavement. Per the Narrative, the pavement will not be re-paved. Please clarify.

Response: No new pavement is proposed on this site. The details have been updated to reflect this.

Issue #16: Coordinate note #3 on the Site Plan with the ADA Parking Detail to have the same dimensions.

Response: Detail #7 on Sheet SP-3 has been revised.

Issue #17: Please show the proposed locations of stop signs on the Site Plan, as shown in the Details.

Response: Stop signs have been removed from the Detail Sheet.

Issue #18: Please show the proposed locations of bollards on the Site Plan, as shown in the Details.

Response: The bollards are located within the dumpster area, and are shown within the dumpster details.

Issue #19: The Applicant and/or the Planning Commission may want to consider bike racks. Furthermore, the Planning Commission may require a sidewalk connection from the S. Main St. sidewalk to the building. This was also mentioned in the OCPB comments.

Response: A pedestrian connection from South Main Street to the building has been added.

Issue #20: Please note on the Site Plan if the raised concrete pad will remain or be removed along the southeast corner of the building near the new landscaping area. If it is to remain, please remove the adjacent parking space since access would be limited. The concrete pad is shown to remain on the Exterior Elevations. Please clarify.

Response: The exterior concrete pad has been removed, as per the Architectural Plans.

Issue #21: Provide additional information for the gray boxed areas shown on the Site Plan along the south side of the building between the stairwell and the loading area. Please label these and the dumpster. On the Exterior Elevations they are shown as ramps and stairs.

Response: The loading dock and door ramps are labeled on the plan.

Issue #22: Since minimal spot elevations are provided, grading and drainage of the property cannot be fully reviewed, especially for the handicap parking, accessible routes, the new landscaping area, loading ramp and if there is proposed curbing. This will be the Applicant's responsibility to confirm ADA accessibility. There also appears to be no on-site drainage structures. The general slope of the property drains to the southeast toward Bay Rd. All stormwater incidental to the site is considered private and shall be maintained by the property owner and shall not negatively affect the adjacent properties or the right-of-way.

Response: The Applicant will confirm ADA accessibility. Site elevation measurements show a grade change of <2%, and previous ADA spaces were striped by the previous owner. The site will utilize existing drainage, as the current drainage will not be revised. This site is very flat with no grades.

Issue #23: Since this project is not disturbing more than 1 acre, NYSDEC SPDES permit, SWPPP, NOI, or MS4 SWPPP Acceptance Form are not required.

Response: Acknowledged.

Issue #24: There appears to be no altering or additional utilities proposed. It is the Applicant's responsibility to confirm that there is adequate capacity and to provide confirmation to the Village. This was also noted in the Onondaga County Planning Board comments, along with coordination with both Onondaga County Department of Water Environment Protection (OCWEP) and OCWA.

Response: All existing sanitary, sewer, and electrical utilities will remain in place, no new utilities are proposed. ImmunoTek will utilize less volume of water than the pre-existing bowling alley and restaurant required.

Issue #25: There is no proposed lighting. Per the Narrative, existing building mounted lighting will be utilized and retrofitted with LEDs and a pole light at Plank Road Ice Cream. The Planning Commission may require parking lot lighting.

Response: If the Planning Commission requires a separate Lighting Plan, the Applicant will provide one.

Issue #26: Proposed landscaping consists of deciduous trees, an evergreen tree, and deciduous shrubs with mulch around the site and building area. There are also existing deciduous street trees along S. Main Street that will remain. The Planning Commission may require additional landscaping, especially within the interior of the site instead of striping.

Response: Acknowledged.

Issue #27: The Applicant may want to move the Eastern White Pine toward S. Bay Rd. or add additional greenspace to the west side of the island to provide sufficient growth space for that tree so as to not impede internal traffic. Please note if the existing landscaping in this island will be removed.

Response: Existing landscaping within the island will remain. The Eastern White Pine has a taproot system, and we believe the 4-foot distance from the pavement is sufficient.

Issue #28: Please add a note that any substitutions shall be within the same character trait as shown on the plan (evergreen, shrub, etc.); otherwise, approval shall be required by the Code Enforcement Officer.

Response: A note has been added to Sheet SP-2.

Issue #29: In regard to proposed signage, a new building mounted sign will be installed and the existing freestanding sign along S. Main St. will receive new panels. Please show the location of the sign on the Site Plan.

Response: Sign sizes will remain the same and will be submitted under a separate application. The building sign will be relocated as indicated on the elevation drawings. The pylon sign will be refitted with new panels, and will not otherwise be altered. The pylon sign location is indicated on the plan.

Issue #30: There are no building signage details or sizes provided. Without that information, no signage shall be approved with this Site Plan Approval. All proposed signage shall be submitted to the Code Enforcement Officer to obtain a sign permit. If these sizes are known, the Applicant may include these in the Site Plan Application.

Response: Acknowledged. Signs will be submitted at a later date once finalized by the sign contractor.

*Issue #31: For reference, the total allowed signage is 1.5 square feet per one (1) linear foot of the building frontage, which is 187.2 sf total allowable signage (124.8 lf * 1.5 sf). The total signage shall not exceed 200 square feet.*

Response: Acknowledged. Signs will comply with sizes indicated by the Village Code.

Issue #32: Finally, with respect to SEQR, the Applicant has submitted a Short Environmental Assessment Form (SEAF). Based upon our review of the project and the Part I of the SEAF, it appears that this project will be classified as a Type II Action that will not have any potentially significant environmental impacts. As listed above, please note the revision to the Short EAF regarding acreage.

Response: Total acreage for both sites is not included.

Issue #33: The Fire Department has provided the following comments at this time:

- *The building is not protected by an automatic sprinkler system. If the Building Code requires an automatic sprinkler system a separate fire service main may be required.*
- *The Department requests that the following items be located within the immediate area of the main entrance: Fire Department Connection, a SUPRA lock box and the fire alarm panel.*

Response: Acknowledged. A lock box and panels will be provided with the Architectural Plans. Please provide clarification regarding the type of fire department connection needed.

Please do not hesitate to contact this office if you have any comments, questions, or require additional information.

Very truly yours,



Gregory Sgromo, P.E.

GS/lb

Enclosures

cc: Planning Commission members (via Code Clerk)
Pearl Fuller, Village Code Clerk
Neil Germain, Esq. - Village Attorney
Pat Brennan, Chief - North Syracuse Fire Department
Brandy Fry, Village Code Enforcement
Amy M. Franco, RLA – Municipal Engineer Representative for CHA