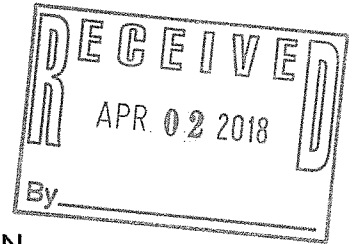




CITY OF SARATOGA SPRINGS

DESIGN REVIEW COMMISSION

City Hall - 474 Broadway
 Saratoga Springs, New York 12866
 Tel: 518-587-3550 x2515 fax: 518-580-9480
 www.saratoga-springs.org



INSTRUCTIONS

ARCHITECTURAL / HISTORIC REVIEW APPLICATION

1. **ELIGIBILITY:** An applicant to the Design Review Commission for Architectural Review or Historic Review must be the property owner(s) or lessee, or have an option to lease or purchase the property in question.
2. **COMPLETE SUBMISSIONS:** Applicants are encouraged to work with City staff to ensure that an application is complete. The DRC will *only* consider properly completed applications that contain **1 original and 1 digital version** of the application and ALL other required materials as indicated on the application. **HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED!!**
3. **ACTIONS REQUIRING REVIEW:**

Architectural Review District	Historic Review District
<ul style="list-style-type: none"> • any <u>exterior</u> changes that require a building permit • any change in <u>exterior</u> building materials • a new, or change to an existing, sign or sign structure • demolition of a structure <p>Within a <u>non-residential</u> zoning district:</p> <ul style="list-style-type: none"> • a change in exterior building color • installation of an awning 	<ul style="list-style-type: none"> • Installation or <u>exterior</u> change to a structure requiring a building or demolition permit • any material change to <u>exterior</u> of a structure including: <ul style="list-style-type: none"> - addition or removal of exterior architectural features - installation, removal or material changes to exterior building elements such as roof, siding, windows, doors, porches, etc. - enclosure or screening of buildings openings such as windows, doors, porches, etc. - installation of utility, mechanical or misc. accessory structures to the exterior of a building such as HVAC equipment, solar panels, wind turbines, radio/satellite transmission/reception devices, etc. ▪ Within a front yard setback: <ul style="list-style-type: none"> - installation, removal or material changes to drive- or walkways - installation or removal of architectural, sculptural or vegetative screening that exceeds 3' in height - installation of accessory utility structures or radio/satellite transmission/reception devices over 2' in diameter • a change in exterior building color within a <u>non-residential</u> zoning district • a new, or change to an existing, sign or awning • installation of telecommunications facilities

Note – Ordinary maintenance or repair that does not involve a change in material, design or outer appearance is exempt from Historic or Architectural Review.

4. DESIGN GUIDELINES:

The Design Review Commission will evaluate whether the proposed action (construction, alteration or demolition) is compatible with existing structures and surrounding properties using the following criteria:

- Height – consistent with historic form and context of site and surrounding properties
- Scale – relationship of structure and its architectural elements to human size, form, perception
- Proportion – relationship among building elements including front façade, windows, and doors
- Rhythm – pattern resulting from repeating building elements such as door/window openings, columns, arches, and other façade elements
- Directional Expression – compatibility with horizontal & vertical expression of surrounding structures
- Massing & Open Space – relationship of structure to open space between it and adjoining buildings
- Setback – compatibility with surrounding structures
- Compatibility of the following with surrounding structures/properties:
 - Major building elements (storefronts, doors, windows, roof)
 - Building materials
 - Color – (in non-residential zoning districts only)

5. DECISIONS: The Design Review Commission may approve, approve with conditions, or disapprove an application. The DRC may impose appropriate conditions and safeguards in connection with its approval including nature/quality of materials, manner of construction, and design. An applicant may appeal a denied DRC application on the grounds of hardship.

Application approvals shall expire within 18 months of approval unless the project has sufficiently commenced (i.e. building/demolition permits obtained and construction/alteration begun). Applicants may request up to 2 extensions if requested before expiration date of prior approval.

6. SUBMISSION DEADLINE: Check City’s website (www.saratoga-springs.org) for application deadlines and meeting dates.

7. APPLICATION FEE: Make checks payable to the "Commissioner of Finance" and attach to top of original application. Fees are non-refundable.

Residential Structures (principal, accessory)	\$50
Residential approval – extension	\$50
Residential - administrative action	\$50
Non-residential / mixed-use structures (principal)	\$360
Non-residential / mixed-use structures (sketch)	\$120
Non-residential signs, awnings, accessory structures	\$120
Non-residential approval – extension	\$120
Non-residential - administrative action	\$120

ADDITIONAL INFORMATION:

More detailed information on Architectural Review, Historic Review and the Design Review Commission responsibilities may be found in the City’s Zoning Ordinance available in City Hall and on the City’s web site at <http://www.saratoga-springs.org/544/Zoning-Ordinance>.

2016,054.1 / 2018 0293



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[FOR OFFICE USE]

(Application #)

(Date received)

ARCHITECTURAL / HISTORIC REVIEW APPLICATION

	<u>APPLICANT(S)*</u>	<u>OWNER(S) (If not applicant)</u>	<u>ATTORNEY/AGENT</u>
Name	Witt Construction, Inc.	Excelsior Park, LLC	Steve Reilly
Address	563 N. Broadway	563 N. Broadway	1 Commerce Plaza
	Saratoga Springs, NY 12866	Saratoga Springs, NY 12866	Albany, NY 12260
Phone	(518) 587-4113/	(518) 587-4113 /	(518) 487-7671
Email	kgehl@wittconstruction.com	kgehl@wittconstruction.com	jsreilly@woh.com

Identify primary contact person: Applicant Owner Attorney/Agent

* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Applicant's interest in premises: Owner Lessee Under option to lease or purchase

PROPERTY INFORMATION

Property Address/Location: Gibson Ct. & Whistler Ct. Tax Parcel #: 166. -1 - 23
(for example: 165.52 - 4 - 37)

Current Zoning District: T5 Property use: Residential Non-residential/mixed-use

Type of Review: Architectural Historic Extension/modification (of current approval)

Summary description of proposed action: _____

Witt Construction would like to extend the Excelsior Park Phase 2A- partial approvals for mass & scale for buildings 1, 2, 4, & 5 (application #2016.054). The original Notice of Decision was issued on 10/03/2016. This extension is necessary because Witt Construction has been diligently working on finalizing building plans and we currently have final DRC approvals (contingent upon a few changes to be made) for buildings 1, 4, & 5. Building permit applications are being reviewed by the City building department for buildings 1, 4 & 5. No significant changes have been made to the site or the neighborhood since the original approvals.

Has a previous application been filed with the DRC for this property? No Yes – date(s)? Partial Approvals granted on 10/03/2016

- App. No.(s)? _____

APPLICATION FEE (payable to “Commissioner of Finance”):

Residential Structures (principal, accessory)	\$50	Non-residential / mixed-use structures (principal)	\$360
Residential approval – extension	\$50	Non-residential signs, awnings, accessory structures	\$120
Residential - administrative action	\$50	Non-residential approval – extension	\$120
Non-residential mixed-use sketch	\$120	Non-residential - administrative action	\$120

****A “complete” application consists of 1 hard copy (original) , and 1 electronic copy of application & ALL other materials as required below:**

New Construction / Additions

- Color photographs showing site/exterior details of existing structures and adjacent properties
- Site plan, drawn to scale, showing existing & proposed construction, property lines & dimensions, required & proposed setbacks & lot coverage, site features (fences, walks, trees, etc.); on no larger than 2’x3’ sheet – smaller preferred if legible
- Elevation drawings showing design of all sides of existing & proposed construction – label dimensions, colors, materials, lighting (fixture & lamp type, wattage), etc. - include compass bearing & scale; no larger than 2’x3’ sheet – smaller permitted if legible
- Floor plans for proposed structure; on sheet no larger than 2’x3’ – smaller permitted if legible
- Product literature, specifications and samples of proposed materials and colors

Change in exterior building materials (windows, doors, roof, siding, etc.), or color (in non-residential districts only)

- Color photographs showing site/exterior details of existing structures and that illustrate affected features
- Elevation drawings showing all sides of existing & proposed construction – label dimensions, colors, materials, lighting (fixture & lamp type, wattage), etc. - include compass bearing & scale; no larger than 2’x3’ sheet – smaller permitted if legible
- Product literature, specifications and samples of proposed materials and colors

Within front yard setbacks in Historic Districts only (Front setbacks: UR-1 & INST-HTR=30’; UR-4=25’; UR-2, UR-3 & NCUD-1=10’)

- Installation, removal or change in material of drive- and walkways
- Installation or removal of architectural, sculptural or vegetative screening over 3’ in height
- Installation of accessory utility structures or radio/satellite transmission/reception devices (more than 2’ diameter)

For any of above:

- Color photographs showing site/exterior details of existing structures, and of adjacent properties
- Site plan showing existing & proposed construction: include property lines & dimensions, required & proposed setbacks & lot coverage, site features (fences, walks, trees, etc.) street names, compass bearing & scale; no larger than 2’x3’ sheet – smaller preferred if legible
- Product literature, specifications and samples of proposed materials and colors

Signage / Awnings

- Color photographs showing site/exterior details of existing structures, and adjacent properties
- Plan showing location of proposed sign/awning structure on building/premises: no larger than 11”x17”
- Scaled illustration of proposed sign/awning structure and lettering (front view & profile): include all dimensions of structure; type, dimensions and style of lettering or logo; description of colors, materials, mounting method and hardware
- Descriptions, specifications of proposed lighting including fixture & lamp type, wattage, mounting method, and location
- Product literature, specifications and samples of proposed materials and colors

Demolition

- Color photographs showing site/exterior details of existing structures, and of adjacent properties
- Site plan showing existing and any proposed structures - include dimensions, setbacks, street names, compass bearing, and scale
- Written description of reasons for demolition and, in addition:
 - For structures of “architectural/historical significance”, demonstrate “good cause” why structure cannot be preserved
 - For structures in an architectural district that might be eligible for listing on National Register of Historic Places, or for a “contributing” structure in a National Register district (contact City staff), provide plans for site development following demolition - include a timetable and letter of credit for project completion

Telecommunication facilities

- Color photographs showing site/existing structures, and of adjacent properties
- Site plan showing existing and proposed structures: include dimensions, setbacks, street names, compass bearing, and scale
- Scaled illustration of proposed structures: include all dimensions; colors, materials, lighting, mounting details
- Consult Article 240-12.22 of the City’s Zoning Ordinance and City staff to ensure compliance with requirements for visual impact assessment and existing and proposed vegetative screening

Request for extension of current approval

Identify date of original DRC approval: 10/03/2016 Current expiration date: 04/03/2018 Org. App. No. 2016.054
 Describe why this extension is necessary and whether any significant changes have occurred either on the site or in the neighborhood.

SEQR Environmental Assessment Form

Applicants proposing the following must complete "Part I" of the SEQR Short Environmental Assessment Form (available here: http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf):

- Construction or expansion of a multi-family residential structure (4 units +)
- Construction or expansion (exceeding 4,000 sq. ft. gross floor area) of a principal or accessory non-residential structure
- Telecommunications facility, radio antennae, satellite dishes
- Demolition

Disclosure

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application?

No Yes - If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

Certification

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Design Review Commission.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

I/we hereby authorize the members of the Design Review Commission and designated City staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

Furthermore, I/we agree to meet all requirements under Article VII for Historic Review or Article VIII for Architectural Review of the Zoning Code of the City of Saratoga Springs.

(applicant signature)

Date: 04/02/2018

(applicant signature)

Date: 04/02/2018

If applicant is not the currently the owner of the property, the current owner must also sign.

Owner Signature: _____

Date: _____

Owner Signature: _____

Date: _____

FOR OFFICE USE ONLY

This application has been reviewed by the Zoning Enforcement Officer and is being forwarded to the Commission.

Signature: _____

Date: _____

Additional Comments: _____



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Steven Rowland, *Chair*
Tamie Ehinger, *Vice Chair*
Richard Martin
Karen Cavotta
Cynthia Corbett
Leslie DiCarlo
Chris Bennett
Robert West, *Alternate*

NOTICE OF DECISION

In the matter of the application

#2016.054

Excelsior Park Phase 2A – Partial Approval for mass & scale, bldgs. 1, 2, 4, 5
Gibson and Whistler Courts
Saratoga Springs, New York 12866

RECEIVED

OCT 03 2016

ACCOUNTS DEPARTMENT

involving Architectural Review of residential townhomes within the Transect-5 Neighborhood Center District, tax parcel # 166.00-1-23, within the City of Saratoga Springs.

In accordance with 6 NYCRR Part 617, the Planning Board, acting as SEQRA Lead Agency for coordinated review of this project, on November 12, 2015 affirmed that the proposed action did not substantially deviate from prior SEQRA GEIS findings and actions that would require additional review.

And, in accordance with the objectives, standards and guidelines contained in the City Zoning Ordinance Article 240-7.5 Architectural Review, the Design Review Commission issues the following decision on September 21, 2016:

- Partial Approval for mass & scale for buildings 1, 2, 4, 5

Note: this approval shall expire 18 months from the issuance date unless any necessary building permit has been issued and actual work begun.

Record of vote: motion to approve made by K Cavotta, seconded by C Bennett: passed 5-0

In favor: SRowland, TEhinger, KCavotta, LDiCarlo, CBennett

Absent: RMartin, CCorbett

As a result of this decision the applicant:

- may not proceed with the required permit approval process until final approval is granted

Chair

Date

10/3/16

cc: Building Department
File
Accounts Dept.
Applicant/Agent



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Cynthia Corbett
Leslie DiCarlo
Robert West, Alternate

DESIGN REVIEW COMMISSION MEETING – SEPTEMBER 21, 2016

RECORD OF DECISION

Present: S Rowland, T Ehinger, K Cavotta, L DiCarlo, C Bennett
Absent: R Martin, C Corbett

A. Consent Agenda Items

1. 2014.109.3 Temporary Rite Aid Signage, 90 West Ave/242 Washington St., Architectural Review of a wall sign on a temporary facility for Rite Aid expansion within the Transect-5 Neighborhood Center District.
2. 2016.060 Home of the Good Shepherd Sign, 400 Church Street, Architectural Review of a freestanding sign within the Urban Residential-I District.

Action: motion to approve two consent agenda items as submitted – passed 5-0

B. DRC Applications under Consideration

1. 2016.028.1 Fish@30 Lake Sidewalk Cafe, 30 Lake Ave, Architectural Review of external modifications within the Transect-6 Urban Core District.
Action: motion to approve with conditions – passed 5-0
2. 2016.062 Stewart's Shop #10 Renovation & Sign, 8 Circular Street, Architectural Review of exterior modifications and signage within the Transect-5 Neighborhood Center District.
Action: motion to approve with conditions – passed 5-0
3. 2016.064 Pet Lodge of Saratoga, vacant lands on east side of Route 9/South Broadway (tax parcel nos. 191.8-1-(1-6)), consideration of SEQRA Lead Agency for a new pet boarding facility and associated site work in the Tourist Related Business and Rural Residential Districts.
Action: motion to defer SEQRA Lead Agency to Planning Board with input – passed 5-0
4. 2016.046 246 West Ave Apartments Advisory Opinion to PB, Advisory Opinion (Architectural Review) to Planning Board of a 3-story, 16-unit apartment building within the Transect-4 Urban Neighborhood District.
No action; continued to a future mtg
5. 2016.061 Fairfield Inn & Suites, 176 Broadway, consideration of SEQRA Lead Agency (Architectural Review) for the new construction of a 89 room hotel within the Transect-5 Neighborhood Center District.
Action: motion to defer SEQRA Lead Agency to Planning Board with input – passed 5-0
6. 2014.109.2 Rite Aid Signage Advisory Opinion to ZBA, 90 West Ave/242 Washington St., Advisory Opinion (Architectural Review) to ZBA on requested relief for proposed sign package within the Transect-5 Neighborhood Center District.
No action; continued to a future mtg

COMMISSION MEETING – SEPTEMBER 21, 2016

RECORD OF DECISION (CONT'D)

7. 2016.054 Excelsior Park Phase 2A, Gibson & Whistler Courts, Architectural Review of residential townhomes within the Transect-5 Neighborhood Center District.
Action: motion to issue partial approval for mass & scale for bldgs 1, 2, 4, 5 – passed 5-0
8. 2015.008 77 Excelsior Mixed-Use Project, 77 Excelsior Ave, Architectural Review of a proposed 3-building, mixed-use development within the Transect-5 Neighborhood Center District.
Action: motion to grant final approval for bldg. 6 as revised – passed 5-0
9. 2016.063 Klein Carriage House, 722 North Broadway (rear)/49-51 Bryan St, Historic Review of carriage house remodeling within the Urban Residential-2 District.
Action: motion to approve with conditions – passed 5-0

Signature: 
Chair, Design Review Commission

Date: September 27, 2016

Filed w/City Clerk: _____

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SEP 27 2016
ACCOUNTS DEPARTMENT