

PR # 2014-19

CITY OF PLATTSBURGH APPLICATION TO PLANNING BOARD FOR:

HISTORIC SITE REVIEW SUBMITTAL DATE: 10/17/14

NAME OF PROPOSED ACTION: Conversion of seasonal porch to interior office space

Applicant:

Name Legal Aid Society of Northeastern New York, Inc.
Address 100 Court Street
City Plattsburgh
State NY Zip 12901
Telephone #: (518) 563-4022
Fax #: (518) 563-4058

Plans prepared by:

Name Peter Racette, Deputy Director
Address 100 Court Street
City Plattsburgh
State NY Zip: 12901
Telephone (518) 563-4022
Fax #: (518) 563-4058

Owner (if different) ((if more than one owner, provide info. for each)

Name Legal Aid Society of Northeastern New York
Address 55 Colvin Avenue
City Albany
State NY Zip 12206
Telephone (518) 462-6765

Purchase Option:

Location of site: 100 Court Street, Plattsburgh, NY 12901

Historic District : RH Current Zoning District: Residential Historic

Property description/class: 483

Parcel ID No.: 207.19-1-47 Lot Size: 105' X 221"

Variance #: (if any) Approved: Yes No

City, State and Federal permits needed: Building permit

Proposed uses(s) of site: Law office

Total site area(square feet or acres): 3,978 sq. ft.

Anticipated construction time: two months (days, months, years)

Will development or restoration be Phased: No

Current use of historic site: Law office

Current condition of site:

Good, except seasonal porch is deteriorated

Character of surrounding properties:

Residential, professional office space and student housing

Estimated cost of proposed improvement: \$ \$10,000 - \$15,000

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

- for residential buildings include number of dwellings units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of parking spaces to be provided.
- for nonresidential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.
- other proposal structures

The building is used as a law office. There are 3,978 sq. ft. of office space on two floors. The parking area is 4,870 sq. ft. with 16 parking spaces.

INSTRUCTIONS FOR SUBMITTAL:

1. Type or print neatly. Complete all blanks.
2. Submit completed application and one location map, photographs, detailed site plan, SEQR Long Form (Part 1), and building elevations (indicating finished materials) as required by the Zoning Ordinance Section 270-31 and 270-35. After review and acceptance of the above submittal by the Engineering and Planning Dept., the approved application will be returned and the applicant is to submit **15 sets** of the approved application, SEQR, and drawings to:

**Engineering and Planning Dept.
41 City Hall Place
Plattsburgh, N.Y. 12901
(518) 563-7730**

NOTE:

A Historic Site Plan review request can not be placed on the Planning Board agenda until the Engineering and Planning Dept. certifies the submittal is complete and contains all information as required.

Legal Aid Society of Northeast New York, Inc.
100 Court Street
P.O. Box 989
Plattsburgh, New York 12901

April 13, 2014

Matthew S. Stowe
Stowe Family Carpentry
Sole Proprietor
62 Bart Merrill Rd
Cadyville, NY 12918

Dear Mr. Racette and Mr. Baker,

Stowe Family Carpentry is pleased to provide you with the following scope of work and cost estimate for the complete renovation of the second story porch located on the eastern side of your office building. The following Scope of Work and Cost Estimate details the materials, methods and expenditures associated with converting the existing three-season porch to usable office space while retaining the original vintage architectural esthetic.

Scope of Work

On March 25, 2014 Stowe Family Carpentry performed an assessment of the materials and labor required to repurpose the porch space. In order to create a fully insulated and finished office space, the following materials must be removed and disposed of:

- 1) Interior wall, ceiling and floor materials;
- 2) Exterior siding (while retaining two structural columns at each porch corner); and
- 3) Porch entry door and windows.

Once demolition is complete, the following materials will be installed:

- 1) Structural framing on all three exterior porch walls;
- 2) Three (3) insulated wooden sash windows and a non-insulated four panel entry door;
- 3) Insulation, drywall, spackle and paint in the ceiling and walls;
- 4) Commercial grade carpet;
- 5) Window, ceiling, door and floor moldings;
- 6) Exterior siding, soffit and window trim;
- 7) Exterior caulking and paint.

Cost Estimate

The total cost for demolition, construction and disposal is \$8,500 and will require approximately two weeks to complete. Stowe Family Carpentry will be happy to schedule this work following your approval. To accept this proposal please endorse below and return to me via email at msstowe@gmail.com. Please feel free to contact me with any questions or concerns you may have. Thank you so very much.

Sincerely,

Matthew S. Stowe
Stowe Family Carpentry

Client

Date

Legal Aid Society NENY: Addendum to City of Plattsburgh Application to Planning Board

Materials- Exterior siding added will be cement fiber board lap siding, consistent with current siding, painted to match current siding. The attached building photographs show a combination of Masonite siding (no longer available) and cement fiber board lap siding approved by the Planning Board for use in exterior repairs made to the building in 2010.

Window shutters will be sized to replacement windows and painted to match current existing shutters.

Sophet vent on underside of gutter will be maintained, repaired, or replaced as needed to preserve the roof line.

NOTE: IT IS A VIOLATION OF LAW FOR ANY PERSON, OTHER THAN ONE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT OR LAND SURVEYOR, TO SEAL OR SIGN IN ANY WAY IF AN ITEM BEARING THE SIGNATURE OF A LICENSED PROFESSIONAL IS REQUIRED. THE SEALING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL SIGN THE DOCUMENT AND INCLUDE THE NOTATION "DESIGNED BY" FOLLOWED BY THEIR DESIGNER, THE DATE OF SUCH ARCHITECTURE, AND A SCALE, INDICATION OF THE ATTACHED.

ARCHITECT - ENGINEER - LAND SURVEYOR

DRAWING NOTES:

- ▲ PROPOSED CONFERENCE ROOM FOR 10-15; REMOVE WALLS, ADD ACCESSIBLE DOOR & REMOVE CLOSET.
 EXIST. TABLE = 8 (4'x 10'-1")
 NEW TABLE = 10 (4'x 12' MAX.)
- ▲ PROPOSED ACCESSIBLE TOILET: REMOVE EXISTING KITCHENETTE/REFRIG., ADD FIXTURES, FLOORING, ETC.
- ▲ REMOVE OR REPLACE DOORS TO MAKE CORRIDOR ACCESSIBLE.
- ▲ REMOVE TOILET RM. & CONVERT TO FILE STORAGE OR ENLARGE OFFICE.
- ▲ NEW SET OF FULL GLASS DOORS FOR CLIENT SCREENING/ACOUSTICAL PRIVACY.
- ▲ REMOVE DOOR & INFILL & REMOVE PORTION OF WALL TO IMPROVE GENERAL EGRESS TO CORRIDOR.
- ▲ ADD EXIT SIGNS & EMERGENCY LIGHTS IN LOCATIONS INDICATED.
- ▲ CONVERT TO OFFICES: ADD OFFICE LIGHTING & SWITCHING, COMPUTER RECEPTACLES & CABLING, GENERAL RECEPTACLES, TELEPHONE CABLING & RECEPTACLES.
- ▲ REMOVE DOOR & INFILL
- ▲ REMOVE BIFOLD DOOR; ADD NEW DOOR & INFILL
- ▲ EXTEND RAILING HEIGHT.
- ▲ ADD HEADROOM WARNING/SIGNAGE.

PROJECT TITLE
 LEGAL AID SERVICES
 OF NORTHEASTERN NEW YORK

OFFICE ALTERATIONS

100 COURT STREET
 PLATTSBURGH, NY

DRAWING TITLE:

SCHEMATIC FIRST & SECOND FLOOR PLANS

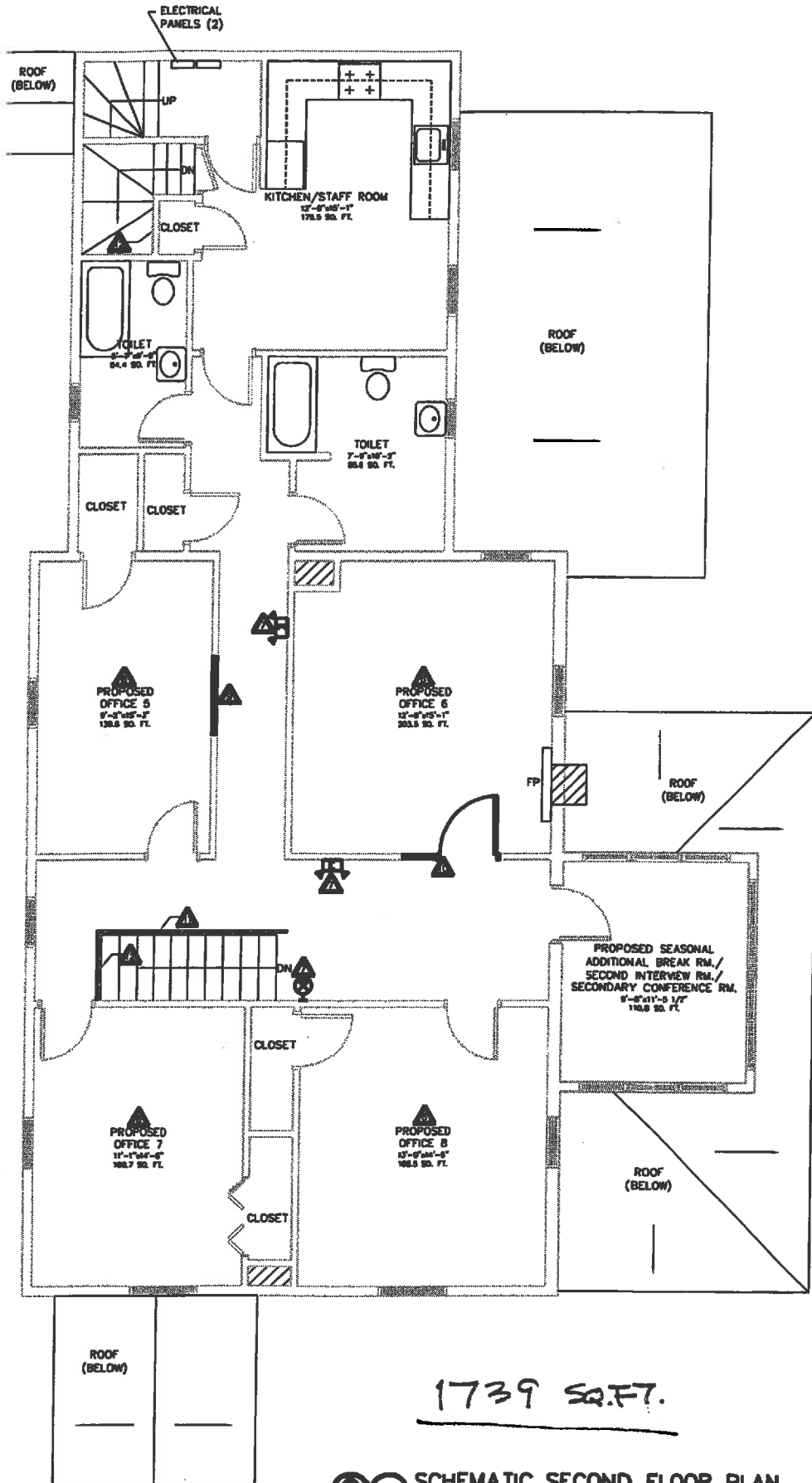
REVISIONS

NO.	DESCRIPTION	DATE (MM/DD/YYYY)

DRAWN BY: E. SEARS CHECKED BY: DATE: 03/20/2008 PROJECT NO.: 3579

DRAWING NO.

A-102



1739 SQ.FT.

SCHEMATIC SECOND FLOOR PLAN
 1/4" = 1'-0"

Short Environmental Assessment Form

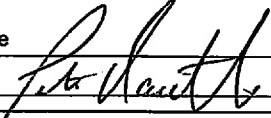
Part 1 - Project Information

Instructions for Completing

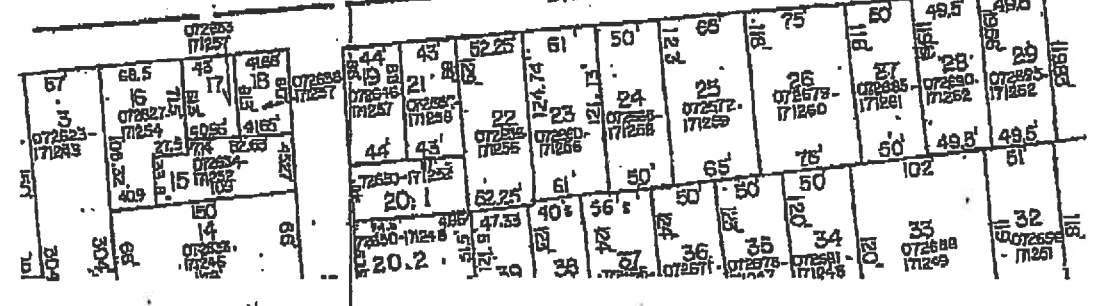
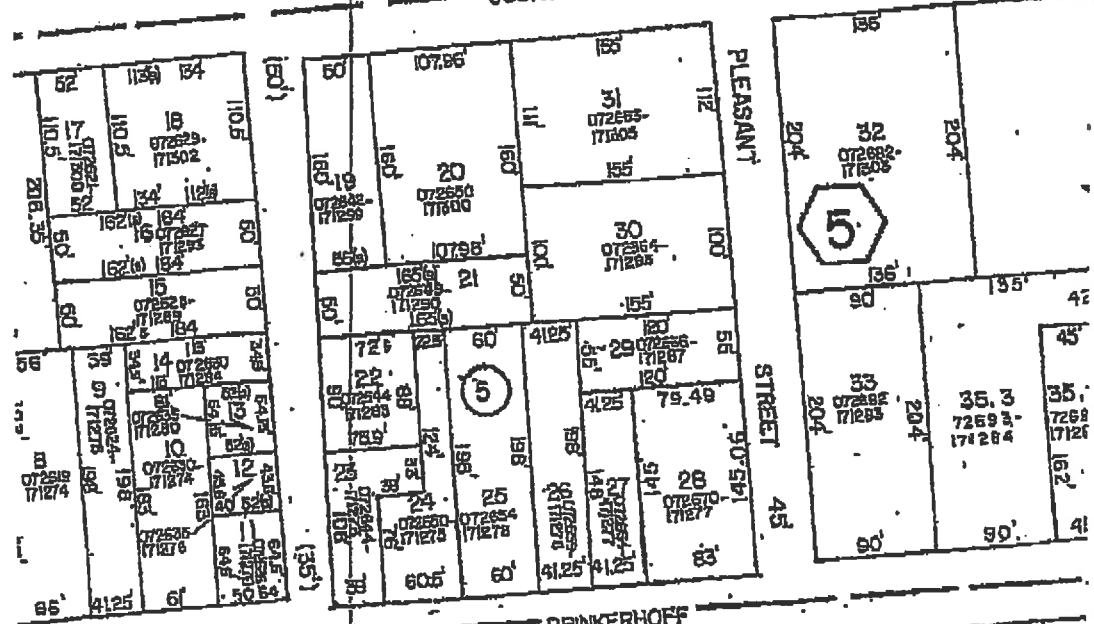
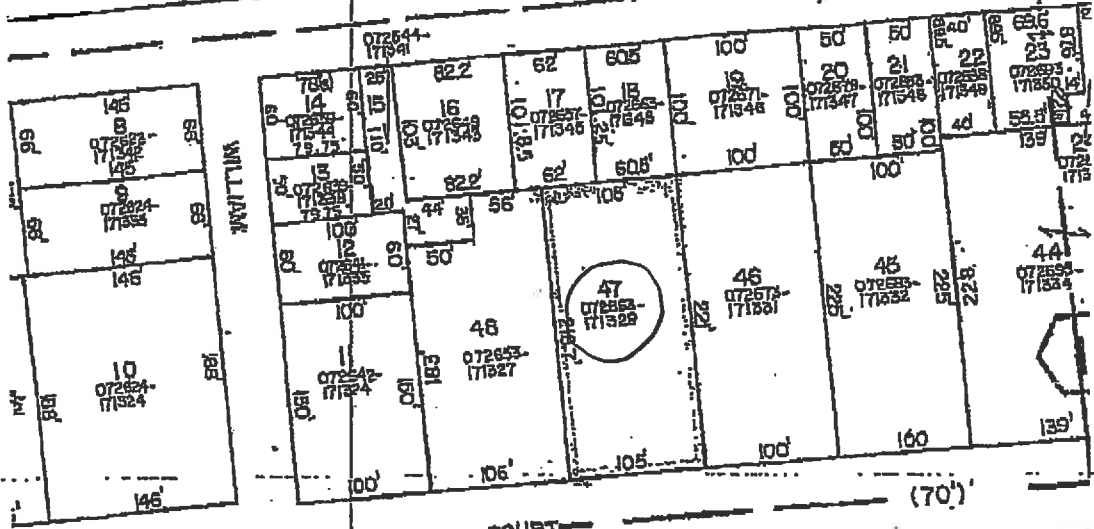
Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

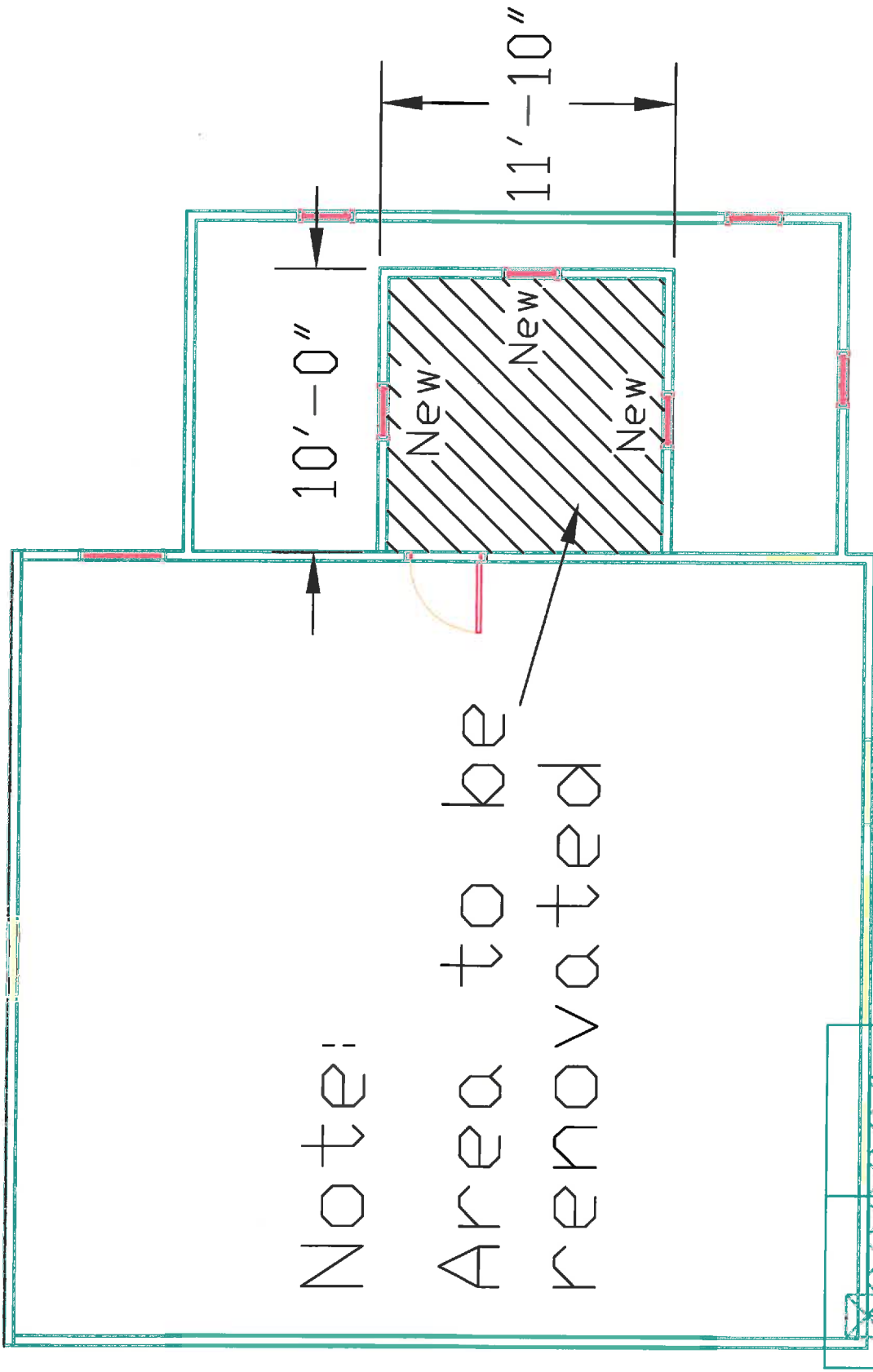
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information							
Name of Action or Project: Conversion of seasonal porch to office space							
Project Location (describe, and attach a location map): 100 Court Street, Plattsburgh, NY							
Brief Description of Proposed Action: Convert deteriorated seasonal porch to office space by removing 9 aluminum windows, replacing deteriorated framing and interior walls, installing interior stud walls, insulation, three windows and appropriate electrical and computer wiring for an office.							
Name of Applicant or Sponsor: Legal Aid Society of Northeastern New York		Telephone: (518) 563-4022 E-Mail: pracette@lasnny.org					
Address: 100 court Street							
City/PO: Plattsburgh		State: NY	Zip Code: 12901				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: City of Plattsburgh Planning Board Historic Site Review			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? _____ .5 acres b. Total acreage to be physically disturbed? _____ .0025 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ .5 acres							
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other (specify): <u>office</u> <input type="checkbox"/> Parkland							

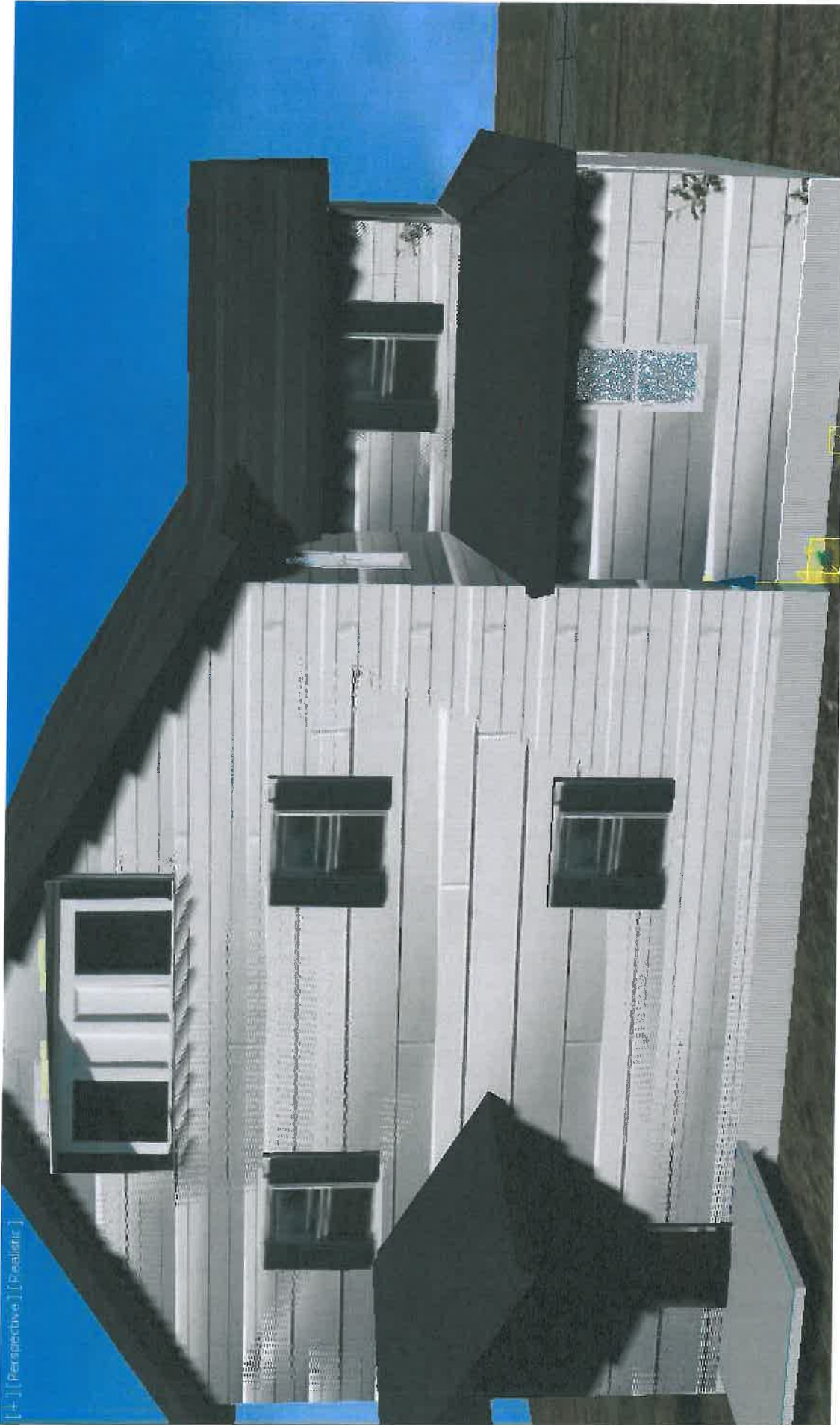
<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: <u>Peter Racette</u></p>	<p>Date: <u>August 15, 2014</u></p>	
<p>Signature: _____ </p>		

City: Hattiesburg
Map 207.19-1-17









[+] [Perspective] [Realistic]



