

CONDITIONAL USE PERMIT APPLICATION

Part 1. Application Notes

A Conditional Use Permit is required for a property with a proposal for a use listed in the Permitted Use Table in Section 375-3(B) as a conditional use for a zone district. Conditional uses are those uses that have potential unforeseen impacts or unique form and require a careful case-by-case review of their location, design, configuration and impact to determine the desirability of permitting their establishment on any particular site.

1. The Planning Board reviews the application and makes its decision based on the standards in Section 375-5(E)(16)(c).
2. The Planning Board may impose conditions to ensure that the proposed use meets these standards and any other applicable provisions of the USDO.
3. A public hearing is required for all conditional use permit applications.
4. If approved, the conditional use is approved only for the portions of the property specified in the application.
5. In addition to meeting the requirements of the USDO, the proposal may be subject to other City ordinances, including but not limited to Chapter 133 (Building Construction), and may be subject to disapproval if not proposed in compliance with these articles.

Note: A pre-application meeting is available upon request prior to submitting this application.

Part 2. General Information

Proposed Conditional Use: Higher Education Institution (housing/offices/meeting space)

Building Area to be Occupied (sq. ft.): 5,350 +/-

Outdoor Site Area to be Occupied (sq. ft.): 15,620 (lot size)

Other Uses at the Site: None

Has any portion of the land been the subject of a conditional use permit previously? ☐ Yes ☒ No

If yes, state the case number(s) of the conditional use approval(s):

No Conditional Use Permit but a Special Use Permit was issued (#6-14,4189 College dorms)

Part 3. Project Description

Project Description (Describe what the proposed use is and how it will operate, including hours and days of operation, number of employees, number of clients, parking and loading requirements, etc.):

Provides Living/leaning space for woman's leadership program

7 senior students reside on 2nd floor full time 24 Hours 7 Days a week

3 staff work in office and classrooms 1st floor Monday - Friday 8 AM - 4:30 PM

Number of Employees: 3 staff, 7 students in residence

Maximum Occupancy: Approximately 50 when seminar area is fully utilized

Hours of Operation:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	See Above	See Above	See Above	See Above	See Above	See Above	See Above

County Permit(s) Required:

State Permit(s) Required:

Federal Permit(s) Required:

Part 4. Consistency with Neighborhood and Development Pattern

A. Describe why the proposed location was chosen for the establishment of the conditional use being sought:

This building was owned by the college and provided the opportunity to provide a mixed use consistent with the college's goals.

B. Describe how the proposed use is consistent with the existing and planned development within the immediate area:

This building was last used for housing students. The college is an integral part of the neighborhood

Part 5. Fiscal and Environmental Impacts

A. Describe the nature, scope and duration of work to be undertaken in order to establish the use:

Renovation of Existing Residential (R2) with removals and additions. Building will be mixed use by code (B) for Offices and classrooms over Grade 12, and (R2) for residential dormitory on 2nd floor.
February to August 2019

B. Describe any impacts the proposed conditional use will have upon the adjacent properties, and if and how they will be mitigated:

No expected impact

C. Indicate any of the following operational characteristics (from Section 375-4(J)(1), Operating Standards) that will be generated by the proposed use (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Electromagnetic radiation | <input type="checkbox"/> Emissions | <input type="checkbox"/> Glare |
| <input type="checkbox"/> Hazardous materials | <input type="checkbox"/> Materials and waste handling | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Odors | <input type="checkbox"/> Vibration | <input type="checkbox"/> Smoke |
| | | <input type="checkbox"/> Nuclear Radiation |
| | | <input type="checkbox"/> N/A |

For all checked boxes please describe the source, and explain how it will be mitigated as part of this application.

D. Describe the volume of refuse expected to be generated by the use, and the means of storage and disposal:

No increase in volume of refuse is projected .
Refuse disposal will utilizing existing college wide storage and disposal.

E. Are there any public funds from any source being used to improve the site or for the operation of the conditional use?

No

F. Are any unplanned public infrastructure or service improvements required as a result of an approval of the proposed conditional use (e.g., street repaving, sewer upgrade, storm drainage improvements, etc.)?

By limiting the upgrades of services to areas outside of the pavement of Madison Avenue, no repaving will be necessary although an existing curb cut will be closed.

G. Indicate whether there is an increase or decrease in impervious surface area as a result of the proposal:

A decrease in impervious are from 7,990 SF (51.1 % of site) to 9,862 SF (63.1 % of site)

Part 6. District and Use Standards

A. Explain how the proposed conditional use is consistent with the purposes and objectives of the zone district in which it is located:

From Page 25 of USDO the following is noted: "The purpose of the MU-NE district is to provide for moderate density in housing options, limited mixed-use development, and opportunities for start-up businesses in a live-work environment." The 7 students creates a moderate density use of the existing building. While not a "start-up" business this building supplies space for a needed program.

B. Describe how the use complies with the Use Specific Standards applicable to that use, as enumerated in Section 375-3(C) of the USDO:

From Page 25 of USDO the following is noted: "Use of any residential structure for a permitted or approved nonresidential use shall be done so as to avoid altering the essential character of the structure or adversely affecting the surrounding neighborhood." By making an adaptive reuse of the existing building this does not alter the essential character of the structure nor does it adversely affect the neighborhood.

Part 7. Public Impact

A. Will the proposed use generate any unique or elevated need for police, fire or emergency services?

No. These are not new students but are from the existing student population.

B. Describe the type of traffic the use is expected to generate and indicate which days and between what hours the peak period of use occurs.

There will be no traffic increase. The office and meeting space will be used M-F 8-4:30

C. Describe if the use will be served by commercial delivery vehicles, the anticipated number of deliveries per day and where the vehicles will park:

No, all college deliveries are through R919 Madison Avenue

D. Indicate the type of parking facilities available to the use and if off-site, the distance from the property:

Existing College wide

The applicant would like to have accessible parking space designated along the street as a parking space will be added by eliminating the existing driveway.

E. Describe any proposed changes to curb cuts, streets, sidewalks and connections to public spaces (*e.g., removal of curb cuts, improving crosswalks, installation of wider sidewalks, removal of any sidewalk, etc.*):

One curb cut is propose to be eliminated.

F. Describe how building entrances are connected to sidewalks, parking areas, and other pedestrian facilities:

Existing sidewalk to porch will be replaced with new but still providing connection. From there, we would have a walk way along the side to the new entrance at the addition. We will extend that walkway through the back of the property, and to the existing Massry Parking area.

G. Describe any changes that are required to bring the property into compliance with the ADA Standards for Accessible Design:

We will be providing an ADA lift to all floors at new entry for ADA, and utilizing school parking at the Massry Center for handicap parking and if permitted a handicapped space along Madison Avenue..

H. Are there any planned changes to utility provisions (water, sewer, electric, etc.)?

The water service will be increased in size to accommodate a fire sprinkler system.

Part 8: Necessity and Desirability of Service

A. Describe how the proposed use is the use in the interest of the public convenience:

This provides woman's leadership program which is an important college program.

B. Describe any similar or identical uses in the area, their size and location:

1006 Madison - Arts and Humanities offices

919 Madison - offices downstairs and residence upstairs

C. Please indicate any positive public health and safety impacts or improvements of the proposed use:

The college will provide increased security and property maintenance

Part 9: Submittal Requirement Checklist

	Required Documents	Hard Copies	Electronic Submission (.pdf) (Required Document Name)
A. Required for All Conditional Use Permit Applications			
<input checked="" type="checkbox"/>	Master Application Form	1	Master Application
<input checked="" type="checkbox"/>	Conditional Use Permit Application Form	1	CUP
<input checked="" type="checkbox"/>	Color photographs of the property in context with surrounding properties, on printed paper	1	Photos
<input checked="" type="checkbox"/>	Site plan on 24" x 36" sheet and drafted at a scale that best conveys any proposed changes to the site (1"=50', 1"=100', or 1"=200')	1	Site Plan [YYYY]-[MM]-[DD]
<input checked="" type="checkbox"/>	Floor plan, drawn to scale	1	Floor Plan [YYYY]-[MM]-[DD]
<input checked="" type="checkbox"/>	Elevations for all new buildings and additions	1	Elevations [YYYY]-[MM]-[DD]
<input checked="" type="checkbox"/>	Application fee as established in the Albany Fee Schedule (\$250) – Payable to <i>The City of Albany</i>		
B. Voluntary or Upon Request			
<input checked="" type="checkbox"/>	Environmental Assessment Form as required by SEQR	1	Short or Full EAF
<input type="checkbox"/>	Project Narrative	1	Project Narrative
<input type="checkbox"/>	Business plan	1	Business Plan
<input type="checkbox"/>	Water/Sewer Engineering Report	1	Water/Sewer Engineers Report
<input type="checkbox"/>	Storm Water Management Report	1	Stormwater Report
<input type="checkbox"/>	Traffic Study	1	Traffic Study
<input type="checkbox"/>	Federal, state, county, or local licensing paperwork	1	Licensing Paperwork
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]