

**RESOLUTION
TOWN OF OSSINING ARCHITECTURAL REVIEW BOARD**

Application of Mem Flipp Corp.

Property: 63 Old Albany Post Road (Section Block and Lot 80.14-1-14 and R-7.5 Zone)

Resolution of Architectural Review Approval

Background

WHEREAS, Mem Flip Corp. (the "Applicant") is seeking Architectural Review Board (ARB) approval to construct a second-floor addition Section Block and Lot 80.14-1-14 ("Project Site").

WHEREAS, the Architectural Review Board confirms that the project is categorized as a Type II action under NYS DEC 617.5(c).

WHEREAS, the Architectural Review Board conducted a duly noticed public hearing on November 19, 2025.

WHEREAS, The Architectural Review Board has carefully examined the Application and the Applicant's materials as follows:

1. Architectural Review Board application dated July 14, 2025;
2. Short Environmental Assessment Form Part 1 dated July 14, 2025;
3. Site Plans by John B. Alleyne of Becall Engineering Services, dated June 26, 2025, revised October 31, 2025:
 - a. Zoning Analysis / 1 of 13
 - b. Proposed Basement Plan / 2 of 13
 - c. Proposed 1st Floor Plan, Proposed 1st Floor Light Plan / 3 of 13
 - d. Proposed 2nd Floor Plan, Proposed 2nd Floor Light Plan / 4 of 13
 - e. Front Elevation / 5 of 13
 - f. Rear Elevation / 6 of 13
 - g. Right Side Elevation / 7 of 13
 - h. Left Side Elevation / 8 of 13
 - i. Lighting and Material Plan / 9 of 13
 - j. Plot Plan, Land Scaping Plan, Planting Schedule / 10 of 13
 - k. Landscaping Plan Notes / 11 of 13
 - l. Landscaping Plan Details/ 12 of 13
 - m. Landscaping Plan Details/ 13 of 13
 - n. Photos of Existing Elevations
 - o. Photos of Existing House from Old Post Road
 - p. Photos of Surrounding Area

WHEREAS, the Architectural Review Board has also reviewed and examined letters, reports, and memorandum from the Board's consulting planner Valerie Monastra, AICP including the following:

- a. Memorandum dated August 15, 2025; and

WHEREAS, the Architectural Review Board closed the public hearing on November 19, 2025. At the Architectural Review Board's November 19, 2025, meeting, the Board deliberated in public on the Applicant's request for approval; and

Architectural Review Board Determination

NOW THEREFORE BE IT RESOLVED, the Architectural Review Board determines that, based upon the findings and reasoning set forth below, the application for Architectural Review Board approval is granted subject to the conditions set forth below.

I. Findings

The Architectural Review Board is familiar with the Subject property and the general vicinity and has reviewed the application in accordance with Chapter 55, Architectural Review Board, of the Town Code.

The Architectural Board has conducted an extensive review of the Applicant's proposal and finds that the Applicant has satisfactorily addressed the criteria for granting Section 55-8 of the Town Code.

In accordance with Section 55-8(A) the Architectural Review Board finds the Application took into account the natural and man-made features of the site and its surroundings, and the character of the zoning district and its peculiar suitability for particular purposes, with a view to conserving existing values and encouraging the most appropriate use of land.

Further, the Architectural Review Board finds that the project meets Section 55-8 (B) and the Project:

- a. would be in harmony with the purposes of this chapter;
- b. would not be visually offensive or inappropriate because of the poor quality of exterior design;
- c. would not constitute monotonous similarity or visual discord in relation to the site or its surroundings;
- d. would not mar the appearance of the area, would not be detrimental to the character of the neighborhood; and
- e. would not prevent an appropriate development and utilization of the site and adjacent lands.

II. Approved Plan:

Except as otherwise provided herein, all work shall be performed in strict compliance with the plans submitted to the Architectural Review Board and approved by the Architectural Review Board as follows:

1. Site Plans by John B. Alleyne of Becall Engineering Services, dated June 26, 2025, revised October 31, 2025:
 - a. Zoning Analysis / 1 of 13
 - b. Proposed Basement Plan / 2 of 13
 - c. Proposed 1st Floor Plan, Proposed 1st Floor Light Plan / 3 of 13
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III. General Conditions

- a. Prerequisites to Stamping Final ARB Plan and Issuance of Building Permit: The following conditions must be met before the Architectural Review Board Plan ("Final ARB Plan") is stamped and a Building Permit is issued:
 - i. The Architectural Review Board's approval is conditioned upon the Applicant receiving all approvals required by other governmental approving agencies without material deviation from the Approved Plans.
 - ii. If as a condition of approval any changes are required to the Approved Plans, the Applicant shall submit: (i) final plans complying with all requirements and conditions of this Resolution, and (ii) a check list summary indicating how the final plans comply with all requirements of this Resolution. If said final plans comply with all the requirements of this Resolution as determined by the Town Engineer and Town Planner, they shall also be considered "Approved Plans."
 - iii The Applicant shall pay all outstanding consultant review and legal fees in connection with the Architectural Review Board review of this Application.
- b. Force and Effect: No portion of any approval by the Architectural Review Board shall take effect until (1) all conditions are met, and (2) the Final ARB Plan is stamped by the Building Department.

- c. Landscaping: All landscaping shall be installed in a healthy and vigorous state and shall be inspected at beginning and end of the growing season within the first five years of installation. Individual species that do not survive beyond the first, five years shall be replaced in the fall following the inspection with another native species suitable for the site conditions. If fall planting is not possible, then spring planting is permissible.
 - d. Field Changes: Any further modification of the subject premises beyond those approved herein shall be subject to further Board review and approval. The Applicant is subject to all permits, time limits, and applicable fees as set forth in NYS Town Law and the Town Code.
 - e. Commencing Work: No work may be commenced on any portion of the site without first contacting the Building Inspector to ensure that all permits and approvals have been obtained and to establish an inspection schedule.
 - f. Prior to Issuance of Certificate of Occupancy: The Building Inspector shall inform the Board of the Applicant's request for a Certificate of Occupancy and the Board reserves the right to make a field inspection of the site prior to the issuance of said Certificate of Occupancy, and to require any reasonable modifications to site details, which modifications shall be a condition of said Certificate of Occupancy
- IV. Specific Conditions: The following conditions must be met before the Planning Board Chair may sign the approved ARB Plan ("Final ARB Plan"):
- a. The Landscaping Plan needs to be updated with all applicable Town of Ossining Landscape Details and Notes.
 - b. Tags shall be kept on all plants until final CO is issued.

Dated as of November 19, 2025



Carolyn Stevens, Planning Board Chair

Motion by: Jim Bossinas

Seconded by: David O'Neil

In Favor: All

Opposed: None

Abstaining: None