



MEMORANDUM

TO: Carolyn Stevens, Chair, and the Town of Ossining Planning Board

FROM: Valerie Monastra, AICP

CC: Christie Addona, Town of Ossining Planning Board Attorney
Jon Turnquist, Town of Ossining Building Inspector
Dan Ciarcia, PE, Town of Ossining Planning Board Engineer

DATE: September 11, 2025

RE: St. Augustine Cemetery Chapel ARB and Site Plan

Father Brian McSweeney (“Applicant”) is seeking both Architectural Review Board (ARB) and Site Plan approval to construct a 950 SF new office and limited-use chapel as an accessory structure to an existing cemetery (“Project”). The Project will be located at 75 Hawkes Avenue, Section, Block, and Lots 89.08-1-9 (“Project Site”). The Project Site is within a R-20, one-family residential district.

GENERAL AND PROCEDURAL COMMENTS

1. **Architectural Review Approval.** A public hearing is required.
2. **Site Plan Approval.** This application requires a Site Plan approval from the Planning Board, and a public hearing is required.
3. **SEQRA.** This project is categorized as a Type II action under SEQR per Section 617.5(C)(9).
4. **ZONING.** As the Applicant has provided a zoning table for the proposed project, which indicates that all applicable bulk requirements for the R-20 One-Family Residence District are met, and no variances are required.
5. **County Referral.** This project requires notification to the Westchester County Planning Board per Section 239 L, M and N of the New York State General Municipal Law and Section 277.61 of the County Administrative Code, due to the project being located within 500 feet of NYS Route 134.
6. **Emergency Services.** This application should be reviewed by the Fire Department.

7. **Additional Agency Approval.** This application requires approval from Westchester County Department of Health.

ARB APPLICATION MATERIALS

The Applicant provided the following ARB application materials:

1. Elevation drawings
2. Zoning table
3. Site plan of the lot
4. The size, shape, and location of the proposed structure and its relationship to adjacent properties, buildings, and structures.
5. Photographs or other indicators that show the proposed structure conforms with the character of the surrounding area were provided.
6. Samples of materials, treatments, finishes, and the color palette for painted surfaces

In accordance with §55-6, the ARB application submittal is incomplete, and the following information is needed to continue the technical review of this application:

1. Owners authorization letters – No owners authorization letter was provided.
2. Landscape plan and plant schedule – The location and description of existing and proposed plantings, screening devices, walls, and fences was not provided.
3. Lighting and illumination plan – No indication of existing and proposed freestanding and building-mounted exterior lighting was provided.
4. Comparison to nearby area—No photographs or other indicators that show the proposed structure conforms with the character of the surrounding area were provided. No photographs of the subject lot were provided.

ARB COMMENTS

Per §55-8 of the Architectural Review Board regulations, the ARB “may approve an application referred to it upon finding that the building or structure for which the permit was requested would be in harmony with the purposes of this chapter, would not be visually offensive or inappropriate because of the poor quality of exterior design, would not constitute monotonous similarity or visual discord in relation to the site or its surroundings, would not mar the appearance of the area, would not be detrimental to the character of the neighborhood, and would not prevent an appropriate development and utilization of the site and adjacent lands.”

1. The Applicant needs to provide the remaining information required for the Board’s review.

SITE PLAN COMMENTS

1. **Use.** This application is being proposed as an accessory use and not as an additional use. How often will the chapel be used?

2. **Parking/Traffic Access.** Will the parking spaces be outlined? The seven proposed parking spots along the north side of the existing right-of-way in front of the proposed chapel could conflict with the circular drive, causing circulation and safety issues for those entering and leaving both areas. Additionally, cars parked in the proposed area would leave only 14.1' of space for vehicle traffic passing in either direction. Is that wide enough for a fire truck, and is the same spacing also available on the entire length of the proposed parking?
3. **Lighting.** With this area of the cemetery not having any lighting and no lighting plans were provided with this submission, it presents issues of safety for the chapel during dark hours and in treacherous weather conditions. What are the hours of operation? Will exterior lighting be required?
4. **Landscaping.** The proposed 3D "Exterior Perspective" on the Plans and Perspective sheet of the site renderings plans clearly show plantings in front of and on the side lawn of the proposed chapel, with no landscape plan included. If these plantings and others are to be included in the proposal, please provide a landscape plan.
5. **Signage.** Please indicate if any signage is included in this proposal. If so, please provide a signage plan.
6. **Septic System.** Please provide the engineering drawings for review by the Town Engineer.

SUBMISSION MATERIALS

The following materials were submitted by the Applicant and examined by our office for the preparation of this review:

- Planning Board Application, signed by Father Brian McSweeney, dated September 2, 2025.
- Cover Letter, prepared and signed by Jaclyn Tyler, AIA, of Nexus Creative, dated September 2, 2025.
- Short Environmental Assessment Form Part 1, prepared and signed by Father Brian McSweeney, dated September 2, 2025.
- Site Renderings, elevations, and site plans. Prepared, stamped and signed by Jaclyn Tyler, AIA, of Nexus Creative, dated September 2, 2025:
 - Drawing No: PZ-1 / Drawing Title: Proposed Site Plan
 - Drawing No: PZ-2 / Drawing Title: Plans and Perspective
 - Drawing No: PZ-3 / Drawing Title: Proposed Building Elevations