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September 16, 2025

Chairperson Carolyn Stevens and Members of the Planning Board
Town of Ossining Planning Board
Town of Ossining
Route 9A - P.O. Box 1166
Ossining, NY 10562

Re: Planning Board Application for 75 Hawkes Ave

Chairperson Stevens and Member of the Board,

Please find below our response to comments / questions provided in Valerie Monastra's Memorandum to you dated September 11, 2025 regarding the application listed above.

Under the section titled "ARB Application Materials" the following items were indicated as incomplete:

1. Owner's authorization letters – No owners authorization letter was provided.
 - a. **The owner is the applicant, is this letter still required?**
2. Landscape plan and plant schedule – The location and description of existing and proposed plantings, screening devices, walls, and fences was not provided.
 - a. **Extensive landscaping work is not proposed with this application. There will be incidental parishioner planting at the front of the chapel similar to what occurs at the main campus.**
3. Lighting and illumination plan – No indication of existing and proposed freestanding and building-mounted exterior lighting was provided.
 - a. **Refer to note 9 on submitted sheet PZ-1: No exterior lighting as chapel use is limited to daytime hours.**
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.
 - a. **Refer to photos on submitted sheets PZ-1 and PZ-2. New sheet PZ-4 is attached providing additional views of the surrounding properties and subject lot.**

Under the section titled "Site Plan Comments" the following replies are offered:

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

- a. Refer to note 1 on submitted sheet PZ-1: Chapel is not intended for funeral use. Funerals will take place at the parish church.
 - b. Refer to note 3 on submitted sheet PZ-1: No general change to burial occurrence and attendance. Use of the chapel is intended for quiet prayer while visiting the cemetery and in the case of extreme weather preventing outside burial prayers.
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?
 - a. The parking spaces indicated are not intended to be striped. They are shown for compliance with the Town parking code and NY State requirements for ADA parking spaces.
 - b. Per note 3 on submitted sheet PZ-1: No general change to burial occurrence and attendance.
 - c. Refer to note 4 on submitted sheet PZ-1: Burials average 2 times per week and attendance varies with possibly 3 to 30 cars. Traffic flow and parking will be managed by the funeral directors and will not be impacted by the chapel use, nor will the incidental chapel parking be impacted by funeral parking. Further, most burials will not result in visitors migrating to the chapel.
 - d. The proposed cars will not impact traffic circulation into the existing circular drive. The hearse was indicated per the request of the consultants during the pre-application meeting, however, the chapel program will not include funeral use.
 - e. There is no change to existing access, circulation and parking throughout the cemetery and in the vicinity of the proposed chapel for fire truck access.
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?
 - a. Refer to note 6 on submitted sheet PZ-1: Access to the chapel is limited to the hours the cemetery is open.
 - b. Refer to note 7 on submitted sheet PZ-1: Chapel office hours for the public are 9:00AM to 2:00PM.
 - c. Refer to note 9 on submitted sheet PZ-1: No exterior lighting as chapel use is limited to daytime hours.
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.

- a. **Extensive landscaping work is not proposed with this application. There will be incidental parishioner planting at the front of the chapel similar to what occurs at the main campus.**
5. **Signage.** Please indicate if any signage is included in this proposal. If so, please provide a signage plan.
 - a. **Refer to the "Proposed Site Plan" on submitted sheet PZ-1 which locates a sign on the circular drive directing visitors towards the chapel. The existing signage will be altered to indicate the office/chapel to the left in lieu of the office to the right.**
6. **Septic System.** Please provide the engineering drawings for review by the Town Engineer.
 - a. **Will be submitted under separate cover.**

Best,

A handwritten signature in blue ink that reads "Jaclyn A. Tyler".

Jaclyn Tyler, AIA, LEED AP bd+c
Principal

Attachments: Planning Board Application
 Short Form EAF
 Architectural Drawing Package
 Planning Board Application Fee Check - \$350
 Architectural Review Board Application Fee Check - \$350
 Escrow Fee - \$5,000