



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: October 10, 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. Notification was sent in September, and no additional action is needed.
6. **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
7. Comparison to nearby area

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. Landscape plan and plant schedule – The Applicant has indicated that no landscaping is proposed at this time.
2. Lighting and illumination plan – The Applicant has indicated that no lighting is proposed.

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. **Parking/Traffic Access.** The Applicant notes that burials will average two 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’s use, nor will the incidental chapel parking be impacted by funeral parking. Further, most burials will not result in visitors migrating to the chapel.

SUBMISSION MATERIALS

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

- Response letter prepared and signed by Jaclyn Tyler, AIA, of Nexus Creative, dated September 16, 2025.
- Utilities, Grading, Septic and Construction Plans, prepared, stamped, and signed by Alan L. Pilch, P.E., dated September 19, 2025:
 - S-101 / Drawing Title: Grading and Utilities Plan
 - S-102 / Drawing Title: Septic System Construction Details
 - S-111 / Drawing Title: Site Work Construction Details
 - S-111 / Drawing Title: Site Work Construction Details
- Site Renderings, elevations, and site plans. Prepared, stamped and signed by Jaclyn Tyler, AIA, of Nexus Creative, dated September 2, 2025, last revised September 29, 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
 - Drawing No: PZ-4 / Drawing Title: Contextual Photos

Items Previously Reviewed with the September 11, 2025, Memorandum

- 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 2nd, 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