

September 17, 2025

A MEETING OF THE PLANNING BOARD of the Town of Ossining was held on September 17, 2025 at 7:30 p.m. at the John Paul Rodrigues Ossining Operations Center, 101 Route 9A, Ossining, NY and by Zoom video conference. Members of the public were able to attend in person or view and/or join the meeting via computer or mobile app as follows:

<https://us02web.zoom.us/j/83058744283>

There were present the following members of the Planning Board:

Carolyn Stevens, Chair
Jim Bossinas, Member (Acting Chair)
Bill Boyd, Member
David O'Neil, Member

Absent: Donna Sharrett, Member

Also Present: Christie Addona, Attorney, Silverberg, Zalantis LLP
Valerie Monastra, AICP, Nelson, Pope & Voorhis LLC
Daniel Ciarcia, PE, Consulting Town Engineer
Sandy Anelli, Secretary
Margaret Conn, Secretary

MEM FLIPP Corp, 63 Old Albany Post Road, Architectural Review for Re-construction of existing home and addition of 2nd floor PUBLIC HEARING

MEM Flipp Corp. ("Applicant") is seeking Architectural Review Board (ARB) approval to construct a second-floor addition to a single-family home ("Project"). The Project will be located at 63 Old Albany Post Road, Section, Block, and Lot 80.14-1-14 ("Project Site"). The Project Site is within a R-7.5 One-family residence district. Plans and application materials, prepared, stamped and signed by John B. Alleyne of Becall Engineering Services, dated June 26, 2025 are on file. Mr. Geovanny Hernandez, MEM Flipp Corp., and his Architect, Mr. Carlos Sosa Streber, AIA were in attendance.

Ms. Stevens opened the Public Hearing and asked Mr. Hernandez to give a brief overview of the Plan. Mr. Hernandez presented a revised plan at the meeting. Due to timing of this submission, and limited review of these changes, the Board did not have an opportunity to identify what has changed. Mr. Hernandez said on this plan they provided lighting details and locations where each fixture will be located on the house. It appears to be approximately 7 lighting fixtures. Two are near the front door, one off to the side door, one on a side porch and three in the back on an upper-level deck. Also, the planting plan changed slightly. Some of the evergreens were spread apart, however, it still appears to be a wall of green around the driveway area. Photographs of surrounding homes and street were provided. Mr. Bossinas recommended planting more of a natural landscape. Mr. Hernandez said he was thinking that this would screen the driveway parking area. There is no garage proposed. Mr. Bossinas recommends using more native type plantings. The Board recommended review of the Town's landscape and native plant recommendations available on the Town's website, Planning Board documents page.

Ms. Monastra noted that this new submission, dated September 16, 2025, will be reviewed for the October 15th meeting. Ms. Stevens asked if there was anyone in the audience or on Zoom with comments or questions regarding this application. There were none.

A motion was made by Mr. Boyd, seconded by Mr. O'Neil and unanimously passed by the Board to adjourn **MEM FLIPP Corp, 63 Old Albany Post Road, Architectural Review for Re-construction of existing home and addition of 2nd floor PUBLIC HEARING to October 15, 2025.**

River Knoll Development, 40 Croton Dam Road, Multi-Family Townhome Proposal, Update and Discussion

Mr. Glen Vetromile, Developer, and Mr. Wayne Spector, Attorney for the applicant were in attendance. Mr. Vetromile provided a power point presentation that proposes some amendments to the previous plan. In this presentation, he reviewed and provided images and renderings for the Board and new Board members. Mr. Vetromile said the current meadow along Croton Dam Road stays green. It becomes various swales for, stormwater detention and will be planted in indigenous plants. At the front entry way, Mr. Vetromile showed a design being used for another project, but it's something they are modeling for River Knoll's entrance building. On an aerial view of the project, there are 3 buildings along the perimeter that will be lower in height. They are trying to give a sense of pulling back the project and additional green space to be put in. There's green space along the western edge of the project, at the front of Croton Dam Road and then some buffers at the North Edge of the site.

River Knoll Continued

Mr. Vetromile said the area of the site headed down to Narragansett Avenue stays green. The entire perimeter, with the exception of the edge of the property near First and Second Avenue will have a significant buffer. In the First and Second Avenue area, they have lowered the roofs of the buildings somewhat.

The plan that was introduced back in 2021 was for 96 units. This new plan is proposing 84 units. Mr. Vetromile noted in this plan, they removed the previously known stacker units located near the entrance and replaced them with a smaller style townhouse. In speaking to HOPA and ADA and HUD specialists, they felt the stackers would not be something that a 55-plus person would want to live in. Vertical circulation, whether it be elevators or stairways, would be very hard to navigate. That caused the change to a smaller style townhouse. A regular two-story townhouse in lieu of the stacker units. The smaller townhouse will have a master bedroom and a second Bedroom on the second level washer, dryer, small work area utility room, and then first floor, your kitchen, dining and living area and more square footage. Some will be three bedrooms, some will be two. The size of the unit will be in the same ratio as the overall project. The lower level will have a garage, then you come up into the living areas. These units could have elevators central to the entire unit. These are to be designed with the elevator kit. Either built with elevators, or only the possibility of installing one.

Mr. Vetromile also presented design elements and street layouts and renderings. Mr. O'Neil asked for information regarding the retaining walls at the rear edge of the site, the topography, how that is stepping down, and what are the general heights of those walls?

Mr. Vetromile said, they differ. Each tier is about 3 to 4 feet with planting in between those tiers. At the highest end, they discussed a design on how they could make it not look like a big wall back there, but appear lower in profile. Mr. Vetromile said they did that through pulling back the upper levels and adding gables to those units to breakdown the volume of roofs. The earlier plan was smaller clusters of buildings, taller than this plan. There was some question with regard to the driveways and whether or not it is the intent that the cars are always parking in the garages or in the driveways. Mr. Vetromile said that these will have two-car garages and the affordable units will have one-car garage. The future homeowners' association can encourage garage parking. This is a preliminary presentation, so there is going to be opportunity for additional comments from the board. Mr. Vetromile asked Mr. O'Neil and Mr. Boyd if they would be interested in a site walk.

Ms. Monastra re-submitted a copy of NPV Findings Requirements memo dated May 28, 2025. The applicant is urged to review and provide information on outstanding items:

This application completed its SEQR process with the Planning Board's adoption of the Findings Statement on October 18, 2023, and subsequently, the Town Board adopted the Findings Statement and Local Law #1 of 2024, which issued the rezoning of the property. This project may now commence Site Plan review at the Planning Board. However, there are a number of requirements identified in the SEQR Findings and the March 12, 2024, zoning petition Town Board resolution that needs to be incorporated into the Site Plan review and approval process. This memorandum outlines these additional requirements, which are in addition to the standard site plan requirements set forth in Zoning Code § 200-50, as well as any issues that may be raised by the Planning Board or its consultants during the site plan review process.

Development Program

1. Specifications on the development program should be provided and a comparison to Table 1 in the Findings State should be provided.
2. Provide a narrative on how the project will meet the affordable housing requirements as mandated by Article VI of the Town of Ossining's Zoning chapter of the Town Code.
3. Please confirm that the retaining walls will be a maximum of approximately eight feet in height and 320 feet long to reduce the amount of impact to the proposed regrading of the Project Site as noted in the Findings Statement.

Landscaping

4. Specifications for protection during development of the trees proposed to be preserved, and replacement and/or compensation for trees proposed to be removed will be determined during Site Plan Review in accordance with the Town's Tree Protection requirements, Chapter 183 of the Town Code.
5. The Proposed Project shall include landscaping that provides year-round screening along the boundary of the Property abutting First and Second Avenues and Grandview Avenue, to the satisfaction of the Planning Board, the Town's Planner and the Town's environmental consultant as part of the Planning Board's site plan review.

River Knoll Memo continued:

6. The proposed landscape plan would be further revised during the Site Plan review process and reviewed by the Tree Warden.
7. Final landscape design will be determined during Site Plan Review. Specifications for protection during development of the trees proposed to be preserved, and replacement and/or compensation for trees proposed to be removed will be determined during Site Plan Review in accordance with the Town's Tree Protection requirements, Chapter 183 of the Town Code.
8. The landscaping plan would incorporate the Town's recommended landscaping standards and further details on tree preservation during construction activities.

Vegetation and Wildlife

9. Subsequent to the adoption of the proposed rezoning, an application for Site Plan review would be submitted with the specifications for all outdoor lighting along with an illustration and analysis of night-lighting trespass into habitats.
10. Subsequent to the adoption of the proposed rezoning, a tree preservation plan to protect the existing trees to remain, vegetation and habitats during construction would be submitted as part of the application for Site Plan review.
11. A draft of the Project HOA would be submitted during the site plan review process for review of the landscaping management requirements.
12. The removal of invasive species would be accomplished through standard invasive control best management practices such as, for example, mechanical methods (pulling and digging, suffocation, cutting or mowing); permitted chemical control methods, and removing the cuttings as appropriate to help prevent reestablishment of the invasives. Repeat treatments may be required. The type of treatment(s) to use depends upon the extent of the invasive growth and what individual species of invasives are to be removed would be finalized during the Site Plan review process.

Infrastructure and Utilities

13. Final design and determination of energy source would be undertaken during Site Plan review.

Traffic and Transportation

14. Final sidewalk and bicycle rack placement would take place during the site plan review phase to provide sidewalks in appropriate areas.
15. Final on-street parking would take place during Site Plan review.
16. The Applicant would provide documentation on the current school bus stop activity on Croton Dam and make any adjustments as needed to the site plan or coordinate with the school district bus stop adjustments during Site Plan review.

Wetlands

17. During Site Plan review the Applicant would reconfirm the 2021 wetlands delineations for the Project Site and would confirm that no additional wetlands based on the definitions set forth in the Town's Chapter 105 Freshwater Wetlands, Watercourses and Water Body Protection of the Town Code are found on the Project Site
18. Identify areas to remain undisturbed to prevent inadvertent encroachment, including the wetland and wetland buffer areas, and install tree protection. Requirements to protect areas proposed to remain undisturbed and to protect trees proposed to be preserved will be determined during Site Plan review.

Soils, Topography (Steep Slopes) and Geology

19. A site-specific rock removal and blasting plan would be provided to the Town during the Site Plan review process. This plan would include schedules for blasting (day, hour, night, and duration); safety protocols associated with blasting activities and the handling and transport of blasting materials; and measures to reduce noise-related impacts.

River Knoll Memo Continued:

Stormwater Management and Subsurface Water

20. An Erosion and Sediment Control Management Program would be established for the Proposed Project, beginning at the start of construction and continuing throughout its course, as outlined in the New York State Standards and Specifications for Erosion and Sediment Control, November 2016.

21. The Applicant would provide a final SWPPP during the Site Plan review process.

22. A more detailed post construction stormwater infiltration management and planting and maintenance plan would be provided for review during the Site Plan review process

Energy Use and Conservation

23. The Applicant would provide additional information during the Site Plan review process on the energy efficiency of the window panels.

24. The Applicant would provide additional information during the Site Plan review process on the energy efficiency of including alternative energy into the project design such as solar, electrical sources of heat, or other green energy sources.

Legal

25. The MF zone shall only be applied to the Property for the Proposed Project as set forth in the SFEIS adopted by the Planning Board on August 16, 2023, and the Findings Statement adopted by the Planning Board on October 18, 2023 (and adopted by the Town Board).

26. The applicant shall record a declaration against the Property with the Westchester County Clerk, in a form satisfactory to the Town's attorney, designating the ten units as below market rate in accordance with the Town Code.

27. In addition to complying with the requirements of HOPA, the applicant shall record a declaration against the Property with the Westchester County Clerk, in a form satisfactory to the Town's attorney, that in perpetuity the townhome units will not be sold to anyone who is under the age of 55.

Zoning

28. Variances are required from Section 200-16(A)(b) in connection with the minimum distance between the principal buildings and as to the requirements of Section 200-16(A)(d) in connection with the required children's play area. In addition, subject to interpretation of the Building Inspector, a variance may be required in connection with one building that would have seven units instead of the six maximum units in a row as per Section 200-16(A)(3)(a).

Layout

29. The units along the perimeter of the Proposed Project shall be restricted to being a maximum of two-stories or 28 feet, whichever is less, walk-in units.

30. For all three-story units included in the Proposed Project, elevators shall be installed at the time of initial construction to ensure the ability of the residents to age in place in the units.

End of Memo.

Ms. Monastra noted that the memo includes requirements that the Town Board made, as well as some of the SEQRA findings in terms of what they were proposing as was originally contemplated as part of the rezoning. As part of site plan review now, there's a number of items in terms of details that the Board going to need, that were decided at that point in time during the SEQRA process and also a request from the applicant to move those issues over to the site plan process. Once there is more information, and once we feel like the application is complete, we can get it on the agenda and then we can start digging into the details. Mr. Vetromile said okay, and he will try to submit something October 1, 2025 or November 1, 2025. The Board thanked Mr. Vetromile and look forward to a formal submission.

St. Augustine Cemetery, 75 Hawkes Avenue, Cemetery Chapel Building, Site Plan Review

Father Brian McSweeney (Applicant) is seeking Architectural Review and Site Plan Approval to construct a 950 SF new office and limited-use chapel as an accessory structure to an existing cemetery. The project is located at 75 Hawkes Avenue, Section Block and Lot 89.08-1-9. The project site is within the R-20 One-Family Resident Zoning District. Father Brian McSweeney, Deacon John Barbera and their Architect, Mr. John Fry, of Nexus Creative were in attendance.

St. Augustine Cemetery, 75 Hawkes Avenue, Cemetery Chapel continued

Ms. Monastra submitted and reviewed, with the Board a memo dated September 11, 2025. The applicant received copies in advance of the meeting. Mr. Fry gave a brief overview of the project as follows:

There are no current structures on the property other than a maintenance facility in the northeast corner of the site. This chapel is going to be relatively small. It's not a primary house of worship. It is a very quiet, incidental support component to the traditional activities of the cemetery. Mr. Fry also responded to memo items, they are reviewing fire department access and support with Jon Turnquist. They are working on stormwater management and a very small septic system. Soils investigations are currently underway. The Chapel will hold about 30, maybe 35 people. This capacity will be based on vintage benches, pews that are going to be adaptively reused from the Archdiocese along with other components. Father McSweeney said the use of the chapel is really just to facilitate burials in inclement weather. Where you would have people coming from a church where they had the funeral service, and just coming to the cemetery for the burial. They will still have burials outside, but instead of putting up a tent in rainy weather, they can use the chapel. Father McSweeney said there's never more than 20 or 30 people at a burial. Burials average about 2 times per week. They wouldn't use it unless it was absolutely necessary. That's not what it's designed for, it's just designed as a backup for the usual pattern of use ongoing on this site. It is also meant to replace an existing office in the maintenance facility.

Mr. Fry continued to respond to NPV memo. In terms of the sanitary code, a single bathroom supports both. It might require two toilets, which they feel is excessive for the use pattern of the chapel. They would possibly try to get a state variance for relief from a second bathroom. Also, they have prepared diagrams relating to where the existing fire hydrant is located and what the distances are from the fire hydrant and the supporting code requirements which may support adding a second entrance to release them from adding a fire sprinkler system. This use pattern, again, is very light. There is no landscape proposed. There have been plantings indicated in the renderings which are intended to be planted by parishioners and similarly to the way the current campus is landscaped and planted. There is no exterior lighting. The Chapel is never meant to be open at night. There will be incidental signage, much as it exists today around the cemetery. They have diagrammatically indicated 10 parking places, which is really a metric derived from a primary use scenario which are just test fit gauges to suggest that comfortably, 10 cars can gather around this chapel and still leave plenty of maneuvering space. There is an accessible parking space and there are existing pullover areas all around the existing circulation. The pattern of use is very informal on a cemetery site. If you're passing a car, sometimes you have one set of wheels on a lawn area, and you maneuver around. Mr. Fry said they really do not want to stripe the parking spaces. They feel like that's an institutional signature on a cemetery site that really doesn't align with the aesthetic. After some discussion, Mr. Fry asked the Board to schedule their Public Hearing if possible.

Ms. Stevens asked the applicant if a site visit could be arranged. Mr. Boyd also would attend. Other Board Members are familiar with the site, so only Ms. Stevens and Mr. Boyd will attend. The site visit was confirmed for Tuesday, September 23, 2025 at 3:30 pm. Ms. Stevens asked the Board if a public hearing is in order.

A motion was made by Mr. Bossinas, seconded by Mr. O'Neil and unanimously passed to set a public hearing for St. Augustine Cemetery Chapel Building, 75 Hawkes Avenue Site Plan Review, October 15, 2025.

Minutes

A motion was made Mr. Boyd, seconded by Mr. Bossinas and unanimously approved by the Board to adopt Planning Board meeting minutes of August 20, 2025.

Adjournment

A motion was made by Mr. Bossinas, seconded by Mr. Boyd and unanimously passed by the Board to adjourn the Planning Board meeting to October 15, 2025.

Respectfully submitted,

Sandra Anelli

Sandra Anelli, Secretary
Town of Ossining Planning Board
APPROVED: October 15, 2025