



MEMORANDUM

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

FROM: Valerie Monastra, AICP

CC: Kathy Zalantis, Esq., Town of Ossining Planning Board Attorney
Jon Turnquist, Town of Ossining Building Inspector
Dan Ciarcia, PE, Town of Ossining Planning Board Engineer

DATE: July 11, 2024

RE: 1 Old Albany Post Road

Crotonville Owner LLC ("Applicant") is seeking an amendment to the Town's Zoning chapter of the Town Code to modify the BE, Business Education, District regulations to facilitate the planned re-purposing of the former General Electric ("GE") management-training facility, located at 1 Old Albany Post Rd ("Project Site") by expanding the permitted uses of the site. The applicant is also seeking Site Plan approval for the planned reuse of each of the 12 existing buildings at the Project Site. There are no new buildings, or expansion of existing buildings, planned or proposed at this time. The applicant proposes to adaptively reuse the existing buildings.

GENERAL AND PROCEDURAL COMMENTS

1. **SEQR.** This project is categorized as a Type I action under SEQR because the project proposes "the adoption of changes in the allowable uses within any zoning district, affecting 25 or more acres of the district." The Town Board sent a Notice of Intent to be Lead Agency. This will be a coordinated review process with the Planning Board acting as an Involved Agency.
2. **Site Plan Approval.** This application requires a Site Plan approval from the Planning Board and a public hearing is required.
3. **Planning Board Recommendation.** The applicant is seeking a zoning text amendment for the uses of the site, which requires a recommendation from the Planning Board. While we provided initial feedback on the zoning amendment we offer the following additional comments on the current draft:
 - a. §200-19.1(B) should be removed. A provision requiring site plan approval is found in the introduction to §200-19.1.

- b. There are two definitions, senior living facilities and assisted living facilities within the proposed zoning text amendment. Which one is being proposed as the additional permitted use?
- a. §200-19.1(F)(14) identifies the following as potential accessory uses “other activities as are customarily associated with a Conference Center, Hotel, Restaurant, or Senior-Living Facilities.” It is recommended that these uses be defined or have examples provided in the proposed text amendment.

SITE PLAN COMMENTS

While the applicant is not proposing any interior or exterior renovations at this time, we offer the following operational site plan comments:

1. **Uses.** We understand that the applicant is proposing new uses as part of the zoning text amendment, but the applicant is only seeking site plan approval for the anticipated short-term uses of the Project Site. The site plan contains a table listing the existing and proposed uses. The table notes 248 existing guest rooms, but the proposed use notes up to 300 guest rooms. Is this part of the current site plan proposal? If not, please remove it from the site plan. If so, please identify where those units will be located and what interior or exterior work would be associated with these additional units.
2. **Accessory Uses.** The site plan notes proposed additional accessory uses of “existing ballrooms, event spaces, banquet halls, spa/wellness, personal services, EV charging.” Are these uses existing or are they proposed? If they are proposed, will they be open to the public or only to those staying at the hotel/conference center? Please identify where those uses will be located and what interior or exterior work would be associated with these additional uses.
3. **Parking.** The applicant should provide a parking table based on the proposed uses and the anticipated need per §200-24(A)(2) for the BE District. The parking memo provided anticipates a future use of 300 rooms for SEQR purposes but does not reflect the current proposed site plan. Please provide an updated parking memo that reflects the proposed site plan. See comments on the uses and accessory uses above.
4. **Traffic Study.** The applicant provided a traffic impact study. This study is being reviewed and comments will be submitted once the review is complete.
5. **Lighting.** The lighting is not proposed to change from the existing conditions. However, will the lighting be illuminated for longer periods of time than the prior use of the site?
6. **Signs.** Are you proposing any new signs for the site?

SUBMISSION MATERIALS

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

- Planning Board Application dated July 1, 2024
- Site Plan by Kimley Horn last revised June 28, 2024
- Parking Memo by Kimley Horn last revised June 27, 2024
- Traffic Impact Study by Kimley Horn last revised June 2024