

MEMORANDUM

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

CC: Christie Tomm Addona, Esq. / Katherine Zalantis, Esq.
Valerie Monastra, AICP
Daniel Ciarcia, PE

From: Bonnie Von Ohlsen, AICP, PLA
Kimley-Horn Engineering and Landscape Architecture of New York, P.C.

Date: August 1, 2024

RE: *Responses to Comments*
Crotonville Conference Center, 1 Old Albany Post Road, Ossining NY

On behalf of the Applicant, the following responses are offered to the comment letter received from the Town of Ossining Planning Board's Consultant (Nelson Pope Voorhis) dated July 11, 2024.

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.
Response: Comment noted.
2. **Site Plan Approval.** This application requires Site Plan approval from the Planning Board and a public hearing is required.
Response: Comment noted.
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?
 - c. §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.

Response: An updated Zoning Amendment will be submitted to the Town Board shortly, which addresses these comments and all others mentioned during the July 17 meeting. A copy will also be provided to the Planning Board for discussion during the August 21 Public Hearing. With respect to these specific comments:

- a. This Section will be removed, as requested.***
- b. Definitions will be clarified, as requested.***
- c. This Section will be removed.***

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.

Response: The ability to permit up to 300 total guest rooms on site is part of the current proposal for which the Applicant seeks Site Plan Approval. Where those rooms would be provided has been indicated on the table of uses, which is in the revised narrative and revised Site Plan provided with this submission. The potential 52 units would be dispersed between The Village (8 rooms), Croton Hall (8 rooms) and Learning Lab (36 rooms) and would replace previous uses in the space in those buildings that the new rooms would occupy.

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.

Response: The project narrative/table and Site Plan have been revised to indicate location of existing and proposed accessory uses, as well as which uses would be open to the public.

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.

Response: The parking table on the Site Plan indicates the existing parking on the site. A Parking Management Plan is provided with this submission to support the conclusion that there is adequate parking available at all times to reasonably accommodate a mix of uses (including hotel, conference center and restaurant), with up to 300 rooms. This Plan supplements the Parking Memorandum provided previously. The Planning Board is authorized under Section 200-24(A)(2) of the Code to determine parking requirements for the site. ("Off-street parking and loading requirements shall be determined by the Planning Board to the extent reasonable and necessary to accommodate the principal and accessory uses permitted in the O-RE District or BE District as part of site plan approval."). Based on the Parking Management Plan, facility operations will be managed so that the site's current parking will be sufficient to accommodate the peak parking needs for a conference center with up to 300 guest rooms.

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.

Response: Comment noted.

5. **Lighting.** The lighting is not proposed to change from the existing conditions. However, will the lighting be illuminated for longer periods of the time than the prior use of the site?

Response: No change is proposed to lighting or illumination time periods.

6. **Signs.** Are you proposing any new signs for the site?

Response: Existing wayfinding signage on site reflects the Crotonville Conference Center. No new signs are proposed.