

MEMORANDUM

To: Village of Pawling Planning Board
From: LaBella Associates, Caren LoBrutto
Date: March 7, 2024
Re: 15 Memorial Avenue
Project #: 2241193.02

SUMMARY

Owner: 15 Memorial Avenue LLC

Applicant: 15 Memorial Avenue LLC, Dave Daniels

Tax Lot(s)/Location:

7057-17-051019

Total Acreage: 0.55 acres

Current Zoning District: B1 Zoning District

Current Use: Vacant (former Single Family)

Proposed Project:

The Applicant is seeking site plan approval for a change of use at 15 Memorial Avenue from a vacant, former single family home to a hotel for a total of 8 hotel rooms. Internal renovations are required. No exterior construction is proposed. 15 Memorial Avenue is developed with a 3,037 SF building, which was historically used as a single-family residence. The Applicant intends to convert the building to 8 hotel rooms (four suites, with two rooms each). This location includes six parking spaces. 15 Memorial adjoins a lot zoned for residential (R3) at the rear. The Applicant intends to provide two parking spaces in the leased lot at CVS. Continuous stays of more than 30 days will not be permitted by the operator. There are no employees on site. An off-site manager and contactless check in are used. Rooms are cleaned daily and laundry is conducted on site. The rear of the site will be open for guest use.

Hotels are a permitted use in the B1 District.

Permits and Approvals:

- Planning Board Site Plan Approval
- Pawling Joint Sewer Commission

SEQR: The project may be classified as a Type II action, pursuant to the following section.

(18) reuse of a residential or commercial structure, or of a structure containing mixed residential and commercial uses, where the residential or commercial use is a permitted use under the applicable zoning law or ordinance, including permitted by special use permit, and the action does not meet or exceeds any of the thresholds in section 617.4 of this Part.

GML 239 Referral: No

NEXT STEPS

The Applicant should respond to the following information. The Planning Board should consider classifying the action as a Type II action under SEQR.

REVIEW

1. Approval from PJSC is required due to change in use and the potential increase in sewer loading should be explored. Confirmation of capacity to serve from PJSC should be provided as well.
2. Confirm the number of parking spaces to be leased from CVS now that only 15 Memorial remains?
3. Where is the cleaning crew anticipated to park?
4. Will guests be permitted to throw parties or other event gatherings in the rear of the property? If so, how often will this be permitted and during what times?
5. Please include a sign detail and note the location on the plan.
6. Demonstrate how parking would be provided in the rear of the lot per the zoning bulk regulations if the leased parking becomes unavailable.
7. Is there an existing or proposed easement for the access to parking on 15 Memorial?
8. Where will refuse be kept on site?
9. The Applicant should use the current Institute for Transportation Engineers (ITE) Parking Generation manual to estimate required parking per the proposed use and to provide context to the parking proposed as to its adequacy.
10. How will lighting on other properties be maintained.
11. Clarify the use of the kitchen.

DOCUMENTS REVIEWED

- Insite Engineering Letter, dated 1/30/2024

- O'Neil Langan Architects, PC, Floor plan, Sheet A-2, dated 1/30/2024
- Zarecki and Associates, survey, dated 6/11/2013
- Parking Space Lease Agreement, executed 12/22/2023
- Short Environmental Assessment Form (SEAF), dated 1/30/2024
- Insite Engineering, Site Plan, Sheet SP-1, dated 1/30/2024
- Site Plan Application
- 15 Memorial Parking Diagram
- Response to Comments, dated 2/12/2024
- Insite Engineering Letter, dated 2/12/2024

MEMORANDUM

TO: Vivian Nikolatos, Village of Pawling

FROM: Sara Drury, EIT

DATE: March 1, 2024

RE: 15 Memorial Avenue Engineering Review Comments

1. The Village Combined Application Form indicates that the project proposes a change of use from single-family to hotel. As such, it appears there will be a change in sewer loading and water demand. An Engineer's Report for water and for wastewater should be submitted, including the loading and demand calculations. Calculations should utilize Table B-3 in the NYS Design Standards for Intermediate Sized Wastewater Treatment Systems (March 2014). Note that the DEC calculations single family residences on a per bedroom basis while hotels are calculated based on the number of sleeping units. In addition, the calculation should factor in Table B-3 footnote 25 which includes food service in the calculation for hotels.
2. As a change of use, it appears the project will require review and approval from Dutchess County Behavioral and Community Health. Documentation of review and approval by the County should be provided.
3. Clarification should be provided as to whether the existing sanitary and water services to the building are to remain and be reused. Calculations should be provided demonstrating that the services are adequately sized for the anticipated sewer loading and water demand.
4. Clarification should be provided as to whether the building will be sprinkled for fire protection.
5. Clarification should be provided as to whether the proposed kitchen will be revised to a commercial kitchen, under the jurisdiction of Department of Health.
6. The first-floor suites should be labeled as accessible and comply with Section 1107 in the NYS Building Code.
7. The existing parking lot should include a minimum of one (1) ADA van accessible parking space, conforming to ADA parking and loading standards.
8. The application was reviewed by the Building Department for compliance with the Village of Pawling code. The proposed floor plan as prepared by O'Neil Langan, Architects, PC shows units on both the first and second floor of the building where access to the bathrooms is gained by going from one bedroom through another.
9. Village of Pawling Code Chapter 53, Section 4, paragraph g notes, "no dwelling or dwelling unit containing two or more sleeping rooms shall have such room arrangements that access to a bathroom or water closet compartment, intended for use by occupants of more than one sleeping room, can be had by going through another sleeping room." Discuss the floor plan's compliance with this section.

SED