

Memo to: Village of Pawling Planning Board  
Re: 15 Memorial Site Plan Application  
Date: March 22, 2024

Set forth below in italics are the applicant's responses to the comments set forth in LaBella's Memorandum dated March 7, 2024, including the engineering review dated March 1, 2024

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.

*The applicant will seek approval from the Pawling Joint Sewer Commission.*

2. Confirm the number of parking spaces to be leased from CVS now that only 15 Memorial remains?

*The lease of CVS parking is not changing. There are 14 spaces. However, we are not going to be using this lot for 15 Memorial.*

3. Where is the cleaning crew anticipated to park?

*At 15 Memorial. The cleaning is done after guest checkout. Check is 11:00 am and check in 3 pm so there will be parking available.*

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?

*Guests of the Station Inn will be permitted to use the rear of the property for seating and relaxation.*

5. Please include a sign detail and note the location on the plan.

*See Site Plan for sign detail and 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.

*The bulk regulations related to parking do not apply in the B-1 zone. As discussed, the current application only contemplates the change of use for 15 Memorial Avenue. Given the proposed parking behind the building, the additional leased parking in the CVS lot is not required for the proposed use, though the applicant intends to continue leasing the spaces for the foreseeable future.*

7. Is there an existing or proposed easement for the access to parking on 15 Memorial?

*Yes, a copy of the Right of way was distributed to the Planning board at the March 12, 2024 meeting. An additional copy is enclosed herewith.*

8. Where will refuse be kept on site?

*Refuse will be placed in the dumpster at the Lamorte building on East Main Street or in the garage at 7 Memorial. Commercial pick up will be weekly.*

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.

*Based on published ITE guidelines, the anticipated parking demand for this use would be up to 0.65 spaces per room, depending on the day of the week. For the seven proposed rooms, this would equal 4.55 parking spaces, where 6 are proposed. It should also be noted that these are seven bedrooms within four suites. Generally, the applicant would not anticipate more than one vehicle per suite. So even at full capacity, six spaces are likely more than adequate.*

10. How will lighting on other properties be maintained.

As discussed above, this application is only for the change of use at 15 Memorial Avenue. Given this, and the six proposed onsite parking spaces consideration of lighting on other properties is unnecessary.

11. Clarify the use of the kitchen.

*There will be no cooking or food service on site other than a small convenience refrigerator(s) and microwave in the pantry for guest drinks, etc. The refrigerator and oven will be removed.*

Labella comments and applicant responses:

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.

*Applicant Response:*

*Based on Table B-3 in the NYS Design Standards, a copy of which is enclosed herewith, the loading and demand for this use would be 110 gallons per day per sleeping unit. Based on seven (7) sleeping units, using Table B-3, the total per day demand would be 770 gallons per day. For a single-family residence (the previous use), the previous demand using Table B-3 would be 440 gallons per day (4 bedrooms x 110 per day).*

*In addition, based on actual water consumption at the Station Inn for the 12 months ending November 30, 2023, the actual usage is significantly less than the DEC projections. Water/Sewer bills for the Station Inn for 2022 and 2023 are enclosed herewith. Based on the total demand for 2022/2023, for the 10-room Station Inn, the usage was about 35.6 gallons per day, per bedroom. If we apply this level of demand to the 7-room 15 Memorial Avenue, the anticipated demand would be approximately 249gallons per day for the whole building. Considering the anticipated 440 gallons per day of the previously existing residential use, the change of use would represent a reduction in demand.*

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.

*Applicant Response: We have spoken to Theresa Smith at the Dutchess County Health Department and will be obtaining a permit for a temporary residence, pursuant to Dutchess County Sanitary Code.*

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.

*Applicant Response: There will be a total of four (4) bathrooms for the four (4) two room suites. Currently there are three (3) bathrooms. One new bathroom will be added. As discussed above, the overall water and wastewater demand is anticipated to be reduced from the previous residential use. Water and wastewater services are anticipated to be adequate for the proposed use.*

4. Clarification should be provided as to whether the building will be sprinkled for fire protection.

*Applicant Response: Yes.*

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.

*Applicant Response: No food will be prepared on the premises. The oven/stove and refrigerator are being removed. There will be a convenience refrigerator, microwave and dishwasher in the Pantry*

6. The first-floor suites should be labeled as accessible and comply with Section 1107 in the NYS Building Code.

*Applicant Response: There will be one accessible guest room on the 1<sup>st</sup> floor to conform to the he ADA requirement of one accessible guest room for hotels with 1 to 25 rooms.*

The existing parking lot should include a minimum of one (1) ADA van accessible parking space, conforming to ADA parking and loading standards.

*Applicant Response: There will be one ADA van accessible parking space as required by the ADA.*

7. 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.

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.

*Applicant Response:*

*There will be only one sleeping room per suite unless and until a variance is obtained to allow an additional sleeping room in the three suites which have two rooms. Such a variance is specifically referenced in Chapter 53 in cases where it will be consistent with the Code intent of avoiding over-crowding. Each of the suites will have in excess of 400 square feet.*

Exhibit \*\*\*

From <https://archive.ada.gov/hsurvey.htm>

## **X. Accessible Guestrooms and Suites**

A. Does the hotel have the proper number of accessible guestrooms and accessible guestrooms with roll-in showers, based on the Table 9.1.2 below? [ADA Stds. 9.1.2]

Yes ☒ No ☐ N/A ☐ Comments: \_\_\_\_\_

(Table 9.1.2)

	<b>Column "A"</b>	<b>Column "B"</b>
<b><u>Total Rooms in Facility</u></b>	<b><u>Accessible Rooms</u></b>	<b><u>Rooms with Roll-in Showers</u></b>
1 to 25	1	0
26 to 50	2	0
51 to 75	3	1
76 to 100	4	1
101 to 150	5	2
151 to 200	6	2
201 to 300	7	3
301 to 400	8	4
401 to 500	9	See below*
501 to 1000	2% of total rooms	See below*
1001+	20 + (1 per 100 over 1000)	See below*
<b>Note: The number of accessible guest rooms for a given number of rooms in a hotel (left column) is derived by <u>adding together</u> column "A" and column "B".</b>		
* the number of roll-in shower rooms in hotels with more than 400 guestrooms total equals 4 + (1 per 100 rooms over 400).		