



January 30, 2024

Village of Pawling Planning Board
9 Memorial Avenue
Pawling, NY 12564

RE: One Memorial Avenue LLC
Tax Parcel 134001-7056-05-034993

Dear Chairman Pfister and Members of the Board:

The applicant seeks a site plan approval for a change of use application for 1 Memorial Avenue. The applicant proposes to convert the approximately 4,100 square foot building to a hotel use. Currently there is office space on the first and second floors, and short-term rental units on the third floor. One office would remain on the first floor and one hotel suite would also be created. The second floor would be converted to three hotel suites, and the existing third floor rental units would be used as hotel suites. At full buildout, the renovations would involve the creation of 12 total hotel rooms. The subject property is approximately 3,526sf and is located in the B-1 zoning district. Hotels are a permitted use in the B-1 zone.

No exterior improvements are proposed for the building or the site. All renovations would be internal to the building. It should be noted that there is an existing parking area adequate to provide 1-2 parking spaces, and the applicant also has a lease with the adjoining CVS property, for use of 8-9 parking spaces to the rear of that property. These spaces would be shared between the subject property and the corresponding project at 15 Memorial Ave. It is believed that based on the applicant's anticipated occupancy rate at the two locations that the combined parking provided for two buildings will be more than adequate.

Enclosed please find seven copies of the following, in support of the application:

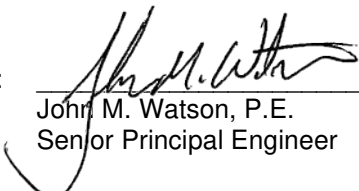
- Site Plan Set (1 Sheet) dated January 30, 2024.
- Lease agreement for parking spaces.
- Short EAF, dated January 30, 2024.
- Floor plans by O'Neil Langan Architects, dated January 30, 2024.

Please place the project on the Board's February 13, 2024 meeting agenda for discussion with the Board. Should you have any questions or comments regarding this information, please feel free to contact our office.

Very truly yours,

INSITE ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, P.C.

By:


John M. Watson, P.E.
Senior Principal Engineer

JMW/adt

Enclosures (all via email)
cc: Dave Daniels, Esq
Insite File #23213.100

3 Garrett Place, Carmel, New York 10512 (845) 225-9690 Fax (845) 225-9717
www.insite-eng.com

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