

**Memo to: Village of Pawling Planning Board**

**Re: 1 and 15 Memorial Site Plan Application**

**Date: 2/12/2024**

Set forth below in *italics* are the applicant's responses to the comments set forth in LaBella's Memorandum dated February 9, 2022

**Labella Comment:**

There are 1-2 parking spaces available in the adjoining driveway. The rear patio area is currently leased to the neighbor for use as a bar.

*RESPONSE: There are two (2) spaces at One Memorial.*

**Labella Comment:**

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. This location includes 3-4 parking spaces. 15 Memorial adjoins a lot zoned for residential (R3) at the rear.

*Response: There are six (6) existing parking spaces at 15 Memorial .*

**Labella Comment:**

At full buildout, the renovations would involve the creation of 20 total hotel rooms. Internal renovations are required. The Applicant intends to provide eight (8) parking spaces at the locations and an additional two (2) spaces required by the Planning Board for 1 and 15 Memorial in the leased lot at CVS.

*Response: The applicant will provide eight (8) parking spaces at the locations, two (2) at One Memorial and six (6) at 15 Memorial*

**Labella Comment:**

Hotels are a permitted use in the B1 District.

**Permits and Approvals:**

- Planning Board Site Plan Approval
- Pawling Joint Sewer Commission

*Response: Our understanding is that there is no specific permit required from the PJSC since both properties are connected to Village sewer and water. See Local Law Number 2 of 1989 VILLAGE OF PAWLING SEWER DISTRICT NUMBER ONE SEWER USE REGULATIONS. Section X ( No person shall construct any drain or sewer upon or from any premises in said municipality, or use of permit to be used any sewer or drain, without a permit from the Sewer Inspector).*

**Labella Comment:**

**SEQR:** The project is classified as an Unlisted Action.

*Response: Attached is the FEAF as requested. In light of the fact that this project involves only interior non-structural renovations and minor site improvements, consider whether it qualifies as a Type II action under one or more of the following.*

*(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part; 671.5(c)(2).*

*(11) construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities;*

*(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;*

*See 6 NYCRR 617.5(c)*

**Labella Comment:**

**GML 239 Referral:** Yes, project (1 Memorial) is located within 500 feet of a County Road (CR 69) and requires site plan approval.

*Response. Attached is a proposed referral form for submission to Dutchess County Planning*

**Labella Comment:**

The Applicant should submit new application materials (e.g., site plan application, FEAF forms, site plan, etc.) that combine the two locations.

*Response: the combined application is attached along with the FEAF and all supporting materials previously submitted with the separate applications.*

**Labella Next Steps and Applicant's responses:**

1. **Complete application and EAF forms for the project as a whole, e.g., 1 and 15 Memorial Avenue. Please complete the FEAF form.**

*Response: Done.*

**2. Provide a comparison between the existing and proposed water and wastewater generation.**

*Response:*

*Estimates of current and projected water/waste water usage:*

<i>Property</i>	<i>Approximate Existing usage per year</i>	<i>Projected usage per year</i>	<i>Difference</i>
<i>15 Memorial</i>	<i>48,000*</i>	<i>60,000**</i>	<i>12,000</i>
<i>One Memorial</i>	<i>30,000</i>	<i>88,000</i>	<i>58,000</i>

*\* based an average homeowner in the Village using approximately 12,000 per quarter. See <https://www.villageofpawling.org/home/news/proposed-new-water-rates>*

*\*\*based on approximately 125% of estimated water usage of short term rentals at One Memorial in 2023 of 12,000 each per year. The suites at 1 Memorial and 15 Memorial will also each have one bathroom. These figures will be confirmed with the Village/PJSC.*

**3. What is the condition of the leased parking area? Are parking spaces striped? How many parking spaces are existing total? Are parking spaces leased to others?**

*Response: The leased parking area is blacktop. The applicant will provide striping. There are fourteen (14) spaces available at the leased parking area. See Diagram "B" attached.*

*Currently eight (8) spaces are leased to others on a month to month basis. These month to month tenancies will be terminated once the new suites are completed to the extent necessary to fulfill the number of parking spaces required.*

**4. How will parking be addressed at the site if the lease for parking off site is not renewed? Currently, the lease ends January 2026.**

*Response: In such case, additional parking would be provided at 15 Memorial.*

**5. Are approvals required from Dutchess County for water or wastewater improvements? Is a public water supply permit required?**

*Response: A public water supply permit is not required since because the applicant is not proposing any new or modified water source, or distribution and treatment facilities. See 10 NYCRR 7-1.9*

**6. Explain the floor plans submitted. Are there options being considered? Confirm number of offices and hotel rooms at each location.**

*Response:*

*15 Memorial will have four (4) suites consisting of two (2) rooms each for a total of 8 hotel rooms.*

*1 Memorial will have six (6) suites consisting of two (2) rooms each for a total of 12 hotel rooms and a single office suite consisting of a reception area and three (3) offices.*

*There are no other options being considered that would change the room or bathroom count. There may be minor adjustments to partition locations.*

**7. Parking should be reevaluated upon confirmation of total hotel rooms and offices.**

*Response:*

*See response to No 6 above.*

**8. Are these hotel rooms intended for extended stay? What would be the permitted maximum stay.**

*Response: No the rooms are not intended for extended stays. The applicant will not allow continuous stays of more than 30 days.*

**9. How many employees will access and occupy the site(s)?**

*Response: The applicant uses a contactless check-in system and does not have on-site employees. Guests book on the applicant's website and are provided a unique access code to their room. The applicant has a manager who resides and works locally and is available by phone every day to answer questions and assist guests with issues related to their stay. The manager will come on site on a daily basis to both properties to check rooms for cleanliness and good order and also to assist guests with any issues.*

**10. How often are cleaning crews anticipated to access the site(s)?**

*Response: Daily*

**11. Are there laundry facilities on site? Where/how will laundry be managed?**

*Response: Yes.*

**12. Will there be a manager on site, both locations? What hours?**

*Response: See response to #9 above.*

**13. How will the rear of 15 Memorial Avenue be used?**

*Response: The applicant intends to allow hotel guests to use this space as an amenity to their stay.*

14. **Describe the adjoining land uses next to 15 Memorial Avenue. Have adjoining residences been informed of proposed change of use?**

*Response:*

<i>Boundary</i>	<i>Property Owner</i>	<i>Tax Lot #</i>	<i>Property Use</i>
<i>West</i>	<i>Metro North/Village of Pawling</i>	<i>None</i>	<i>Street - Memorial Avenue</i>
<i>East</i>	<i>Verizon New York</i>	<i>074024</i>	<i>Commercial Building</i>
<i>North</i>	<i>Antheus Realty</i>	<i>056028</i>	<i>Apartments</i>
<i>North</i>	<i>DAC Pawling Enterprises</i>	<i>044028</i>	<i>Apartments</i>
<i>South</i>	<i>Zhizhpon-Sanmartin</i>	<i>040012</i>	<i>Mixed use</i>
<i>South</i>	<i>Village of Pawling</i>	<i>050008</i>	<i>Municipal building</i>
<i>South</i>	<i>JDGS Associates</i>	<i>065999</i>	<i>Parking Lot for CVS Pharmacy</i>

*The adjoining property owners have not yet been informed of this application.*

15. **How will refuse be handled?**

*Response: Commercial pickup.*

16. **Demonstrate graphically the connection between the hotel locations and the leased parking lot. What is the distance to the leased parking area from each of the locations?**

*Response:*

*See Parcel access map attached. See Diagram "A". One Memorial is approximately 450 feet from the leased parking lot and 15 Memorial is approximately 150 feet from the leased parking lot.*

17. **Regarding luggage handling, how likely are guests to pull up in front of the buildings to check in? How will this process be managed?**

*Response: Guests checking in to 15 Memorial will park directly in the leased lot or the lot at 15 Memorial before unloading. Guests checking in to One Memorial will pull in front of One Memorial to unload and then go to the applicable parking area.*

18. **Is any additional lighting proposed?**

*Response: There will be lights installed in the leased parking area, the parking area at 15 Memorial and in the accessway behind the Lamort building and along the Station Inn. Plan to follow.*

19. **Is new/additional signage proposed?**

*Response:*

*15 Memorial Avenue: The sign will be constructed of wood and will be located on the property along Memorial Avenue. Dimensions will be the same in size and aesthetics to the existing sign at 7 Memorial.*

*1 Memorial Avenue: the sign will be constructed of wood and will be located on the 1 Memorial side of the building. Dimensions will be similar in size and aesthetics to the existing sign at 7 Memorial.*

**20. 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.**

*Response: Estimate to follow*