



MEMORANDUM

TO: Carolyn Stevens, Chairman and the Town of Ossining Planning Board

FROM: Valerie Monastra, AICP
Brennan Duarte, Planning Analyst

CC: Kathy Zalantis, Esq., Town of Ossining Planning Board Attorney
Jon Turnquist, Town of Ossining Building Inspector
Dan Ciarcia, PE, Town of Ossining Planning Board Engineer

DATE: August 13, 2024

RE: 1 Old Albany Post Road

Crotonville Owner LLC (“Applicant”) is seeking an amendment to the Town’s Zoning chapter of the Town Code to modify the BE, Business Education, District regulations to facilitate the planned re-purposing of the former General Electric (“GE”) management-training facility, located at 1 Old Albany Post Rd (“Project Site”) by expanding the permitted uses of the site. The Applicant is also seeking Site Plan approval for the planned reuse of each of the 12 existing buildings at the Project Site. There are no new buildings, or expansion of existing buildings, planned or proposed at this time. The Applicant proposes to adaptively reusing the existing buildings.

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.
2. **Site Plan Approval.** This application requires a Site Plan approval from the Planning Board and a public hearing is scheduled for the August 21st meeting.
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.
4. **Zoning Amendment.** The Applicant provided revised zoning based on input received from the Planning Board and Town Board. This item will be discussed at the August 21st meeting.

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 note that the Applicant intends to potentially conduct interior renovations to some buildings to increase the number of units within the buildings, with no exterior renovations proposed at this time. The site plan and narrative have been updated accordingly to reflect the existing 248 rooms and the proposed maximum of 300. This comment has been addressed.
2. **Accessory Uses.** The Applicant has clarified which uses are proposed and which are existing. For both the primary uses and accessory uses, please include on the table what will be open to the public and what will only be open to guests. Also, the narrative states that the Greenhouse will include a spa, pool, and personal service establishment as new accessory uses, however it also states that no alterations are proposed for this building. Are these facilities that already exist and are going to be repurposed? Please clarify how there will be no alterations yet there are these very specified accessory uses proposed.
3. **Parking.** The Applicant has provided a parking table based on the proposed uses and the anticipated need per §200-24(A)(2) for the BE District. A parking management plan (PMP) has been submitted to reflect the capacity of the current parking lots to sustain the proposed uses. The PMP describes the possibility of a valet service to accommodate for larger events on site, however this is not referenced in the narrative. As per §200-24(A)(2) of the Town Code, the Planning Board must make a determination as to whether the submitted PMP is suitable for the proposed uses on the site. We recommend that the PMP be reviewed by the Town's traffic consultant. However, the Town's traffic consultant already provided comments to the Applicant, and it is suggested that the Applicant reply to their comments prior to review of this submission. We believe some of the information may change based on the zoning edits and the traffic comments.
4. **Traffic Study.** The Applicant provided a traffic impact study. Comments were provided by the Town's traffic consultant, and we are awaiting responses to those comments from the Applicant.
5. **Lighting.** The Applicant indicates that the lighting and illumination periods is not proposed to change from the existing conditions.
6. **Signs.** The Applicant is not intending for any new signage on site.

SUBMISSION MATERIALS

The following materials were submitted by the Applicant and examined by our office for the preparation of this review:

- Letter to the Planning Board dated August 1, 2024
- Response to Comments by Kimley-Horn dated August 1, 2024
- Updated narrative by Kimley-Horn last revised August 1, 2024

- Parking Management Plan by Kimley-Horn dated August 1, 2024
- Site Plan by Kimley Horn last revised August 1, 2024