



May 26, 2020

Town of Ossining Planning Board  
John-Paul Rodrigues Operations Center  
101 NY-9A  
P.O. Box 1166  
Ossining, NY 10562

RE: Sunrise Solar Solutions/Club Fit Briarcliff – Site Plan  
584 North State Road  
Tax Map No. 90.15-2-1

Dear Chairman Chin and Members of the Board:

Please find enclosed ten (10) copies of the following drawings and documents in support of an application for Site Plan Approval for the above referenced project:

- Site Plan Drawing Set (3 sheets), last revised May 26, 2020.
- Letter to John Hamilton, Building Inspector, Town of Ossining, dated May 26, 2020.
- Figure 1 “List of Trees to be Removed” for the Sunrise Solar / Club Fit Briarcliff Project, dated May 26, 2020.

At the Board’s May 20, 2020 meeting, the project was presented to the Board. The Board authorized the referral of the application to the Briarcliff Fire Department, and requested additional information prior to referral of the application to the Environmental Advisory Council as part of the Tree Removal Permit.

In response to comments, we offer the following:

**Memorandum from Valerie Monastra, AICP of Nelson, Pope & Voorhis, LLC, dated May 19, 2020:**

**PROCESS COMMENTS:**

1. Zoning: The zoning conformance table on Drawing SP-1 has been revised to reflect the bulk zoning regulations found in Section 200-23 of the zoning code for the General Business district.
2. Tree Removal Permit: It is understood that a Tree Removal Permit will be required for the subject application.
3. Solar Energy Permit: It is understood that a Solar Energy Permit will be required for the subject application.
4. Public Hearing: It is understood that a public hearing will be required per the zoning code.
5. SEQRA: The applicant respectfully requests that the Planning Board confirm that the project is considered a Type II action under SEQR.

**SITE PLAN COMMENTS:**

1. The zoning conformance table on Drawing SP-1 has been revised to reflect the bulk zoning regulations found in Section 200-23 of the zoning code for the General Business district.
2. Refer to Tree Legend added to Drawing SP-2 for additional information on tree removal associated with project.
3. The Planning Board has authorized the referral of the application to the Briarcliff Fire Department.

**TREE PERMIT COMMENTS:**

1. Per the attached letter to the Town of Ossining Building Inspector, two (2) of the trees proposed to be removed are dead, all of the trees within the project area have been determined to be potentially hazardous, and all but two (2) of the trees proposed to be removed are listed on the New York State Prohibited or Regulated Invasive Species List and may be removed without a tree removal permit per Town of Ossining Zoning Section 1783-6.F.
2. A Tree Removal Table and a Tree Replacement Calculation Table have been added to Drawing SP-2.

**SOLAR ENERGY PERMIT COMMENTS:**

1. The following notes have been added to Drawing SP-1 of the site plan set to provide confirmation of compliance with Zoning Section 200-31.3 E:
  - (1) The proposed solar panels are to be placed on the easterly and westerly facing pitched roofs of the existing Club Fit building.
  - (2) The proposed solar panels on pitched roofs shall be mounted at a distance of six inches between the roof surface and the highest edge of the system.
  - (3) The proposed solar panels shall be installed parallel to the roof surface on which they are mounted or attached.
  - (4) The proposed solar panels shall not extend higher than the highest point of the roof surface on which they are mounted or attached.
  - (5) The solar panels shall have antireflective coating.
  - (6) The proposed roof-mounted solar energy systems, including roof-mounted equipment, shall comply with the height limitations of 4 feet above the roof.
2. An operation and maintenance plan will be provided in a future submission.

**Memorandum from Dan Ciarcia of Ciarcia Engineering, P.C., dated May 20, 2020:**

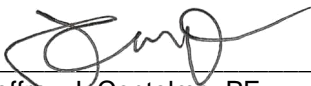
1. The location and extent of the stabilized construction entrance is to be determined.
2. The locations of the drop inlet protection have been labelled on the Enlarged Grading, Utility and Erosion Control Plan on Drawing SP-2.
3. The existing bollard would be temporarily removed during construction, if necessary, and replaced prior to completion of construction activities. A note has been added to the Enlarged Grading, Utility and Erosion Control Plan on Drawing SP-2.
4. No parking spaces will be eliminated as a result of the project.

Please place the project on the agenda for the Planning Board's June 3, 2020 meeting for continued discussion with the Board. At that time, we respectfully request to schedule the public hearing for the next available meeting.

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:   
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Jeffrey J. Contelmo, PE  
Senior Principal Engineer

JJC/dlm/amk

Enclosures  
cc: Doug Hertz, Sunrise Solar  
Insite File No. 20136.100