



TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Michael Preziosi, P.E.
Director – D.O.T.S

Town Hall, 1 Heady Street
Cortlandt Manor, NY 10567
Main #: 914-734-1060

Town Supervisor
Linda D. Puglisi

Chris Kehoe, AICP
Deputy Director – Planning

Town Board
Richard H. Becker
Debra A. Carter
James F. Creighton
Francis X. Farrell

PLANNING BOARD REVIEW MEMO

TO: Town of Cortlandt Planning Board

Cc: Chris Kehoe, AICP – Deputy Director, DOTS – Planning
Michael Cunningham, Esq. – Deputy Town Attorney

From: Michael Preziosi, P.E. – Director, DOTS

Date: January 6, 2021

RE: PB 2020-17 Hemlock Hills

The documents listed below were reviewed as part of the Planning Board Application 2020-17 “Hemlock Hill Farm”

- Site Plan and Zoning Calculations dated 12-21-2020 prepared by James Coleman Architecture Studio
- November 2020 and January 2021 submitted documentation

and the following comments shall be addressed by the Applicant and their design professionals.

1. Survey in which site plan is based off of shall be referenced. Site plan shall accurately reflect current field conditions.
2. A photometric analysis for the site has not been provided. At minimum provide for access areas and equipment stations. Lights are proposed for the outdoor seating area and will be required for operation.
3. Provide standard construction details for:
 - a. Driveway widening necessary to accommodate trailers and parking. Provide a pavement detail / cross section.
 - b. Walkways and wayfinding from parking lot to eating area.
 - c. Site lighting.
 - d. Signage
 - e. Utilities such as underground electric, etc...
 - f. Fencing.
 - g. Garbage and recycling enclosures and site features.

4. Show location of existing onsite wastewater treatment for the existing 1 ½ story frame building, barn etc... All separation distances to wastewater sources shall be met.
5. Show location of all underground utilities within the proposed food storage area.
6. Provide details of all trailers proposed onsite. Provide location and details for any proposed propane tanks, water and sanitary utilities.
7. A stage is shown. Applicant shall clarify what type of entertainment is proposed. The Applicant is referred to Chapter 197 – Noise of the Town Code. Compliance to noise levels shall be followed at all times.
8. Architect shall provide rationale for occupant loading calculations and bathroom fixture counts. Is the outdoor seating space driving occupant loads and bathroom fixture requirements?
9. Applicant shall confirm ADA accessibility guidelines for trailers, seating areas and means of egress have been met. Appropriate details and notes shall be added to the site plan.
10. A temporary building is shown. Demonstrate compliance with NYS Building Code, local zoning and confirm the building has permitted by the Department of Technical Services, Division of Code Enforcement. This temporary building was also shown on the 2008 survey in which the site plan is based off of.
11. Applicant shall clarify if a walk in cooler is proposed. Previously submitted diagrams indicate such, but one is not shown on the submitted site plan.
12. Provide copies of permits by all agencies with approving jurisdiction including but not limited to NYS Agricultural Markets, Westchester County Department of Health, etc.... If WCDOH permits are not required for the food trailer / establishment, provide written letter of no jurisdiction.
13. Clarify if any tents are proposed. The submitted beer garden diagram provides a rendering of the outdoor seating area with a tent. Such feature may be considered permanent and not temporary depending on duration of use.
14. The intersection of Maple Avenue / Croton Avenue is a three-way stop controlled intersection. The driveway shall be monitored post implementation for a period of 1-year. If any complaints are received by the Town of Cortlandt, the Applicant shall re-evaluate the intersection and make necessary improvements to the intersection as warranted. Failure to comply will lead to revocation of the permit for the outdoor seating for the proposed beer garden.
15. A construction cost estimate has not been provided. The 5% construction inspection fee shall be inclusive of all site work.

Add the following notes to the site plan:

- Applicant shall add notes pertaining to proposed hours of operation.
- Prior to the issuance of a building permit, the Applicant shall submit all permits from agencies with approving authority.

- Any imported soil shall meet the NYSDEC Standards of unrestricted fill and be suitable for residential use. Construction debris is not permitted to be imported. Any material meeting the NYSDEC definition of beneficial use shall be certified as such by the design professional of record. Notify the Town of Cortlandt prior to import. Soil testing may still be required.
- No recycled material (c&d) shall be brought to the site without prior Town of Cortlandt written acknowledgement. All recycled material must be compliant with the NYSDEC's Beneficial Use Determination and be uncontaminated.
- All demolition debris including foundations and slabs shall be lawfully disposed of off-site.

Applicant is advised that additional comments may arise during the review of the construction documents for the building permit.

Signed this 6th Day of January 2021 by:

Michael Preziosi, P.E.

Michael Preziosi, P.E.
Director - Dept. of Technical Services

CC: Hemlock Farms – Applicant
James Coleman, AIA – Architect
Martin Rogers, P.E. – DOTS, Dir. Code Enforcement