



Monday, December 21, 2020

Chris Kehoe, AICP  
Deputy Director, Planning Division  
Town of Cortlandt  
1 Heady Street  
Cortlandt Manor New York 10567  
914-734-1081

RE: 23 Arlo Lane conversion to self-storage building

#### Project Description

This project consists of the reuse of an existing 19,000 sf manufacturing building located in the MD zone. We are proposing to convert the building use from manufacturing to personal self-storage building. This renovation to the existing building will not increase the usable volume and in fact reduces the building overall floor area through the removal of approximately 3,000 square feet of second floor space. The building HVAC and electrical systems will be upgraded to be consistent with the proposed use and will be in compliance with applicable codes. Additionally we will develop the corner of the building to represent the company brand with the installation of new window boxes, siding, and painting throughout. We will add building exterior lighting for safety with cut-off shades to contain light spill to the site and this facility will not have an office component thereby significantly reducing traffic and parking.

Some key points for consideration:

- Reduction in floor area from 19,000sf to 16,000sf
- Elimination of on-site staff
- No change to existing curb cuts
- No change to existing parking
- Significant reduction in site visits based on ITE expected traffic for a building of this size and use

We look forward to working with you on this project and hope this submission covers any planning concerns you may have, thank you for your time.

Sincerely,

Ron Hoina, AIA  
Partner  
Design Development Architects