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TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
PLANNING DIVISION

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MEMORANDUM

TO: Planning Board Members

FROM: Chris Kehoe, AICP, Deputy Director *CK*
Department of Technical Services, Planning Division

SUBJECT: PB 2018-12 Application of John Lentini, R.A. on behalf of Dr. Ravi Kumar, for the property of Richard DeLorenzo, for Site Development Plan approval and a Special Permit as per Section 307-60 of the Zoning Code for an office for a health care practitioner located in an existing building at 2 Ogden Avenue

DATE: October 15, 2018

1. The Planning Division conducted a second review of the subject application consisting of a response memo and an 8 page set of drawings entitled “Site Plan” prepared by Thomas M. Leigh, R.A., both received by the Planning Division on September 19, 2018. These plans revise a previous drawing entitled “Plot Plan” prepared by John A. Lentini, R.A. dated May 16, 2018. A Planning Review memo was completed for the original drawing set dated August 1, 2018.
2. The applicant is proposing a phased project. The applicant’s narrative states that Phase 1 is proposed to re-purpose the existing first floor of the former real estate/law practice office into 4 exam rooms, an ADA complaint rest room, a receptionist/billing office, waiting room and doctor’s consultation office. However, the subject floor plan shows 3 treatment rooms and a procedure room on the first floor. The narrative and floor plan should be made consistent. The attic of the residence is proposed to be converted in Phase I into a break room, bathroom and eat in kitchenette. The revised site plan shows 9 parking spaces proposed in Phase 1 with 1 handicapped space and aisle “double stacked” in front of the existing residence. The location of the proposed handicapped space would eliminate part of the existing front lawn in front of the building.

(continued on page 2)

The Phase 2 site plan proposes the addition 5 parking spaces in the rear of the building, including one handicapped space and aisle “double stacked”. These parking spaces are proposed for an existing lawn area. An alternate Phase 2 site plan shows 4 parking spaces in the rear of the proposed building and eliminates the double stacked handicapped parking space and preserves more green space. Interior alterations for Phase 2 include lowering the basement floor by 8”, the installation of a pumping system to service the proposed ADA compliant bathroom, a waiting room, procedure room, recovery room and storage areas.

Phase 3 is proposed under separate application and will consist of the installation of new roof shingles, a solar array, exterior enhancements to the building and the removal of several trees that will negatively impact the proposed solar array.

The revised plans haven been referred to the Division of Code Administration and Enforcement for their comment. As previously mentioned the applicant should work closely with the Division of Code Administration and Enforcement office regarding building permit and accessibility issues for the proposed interior renovations and modifications.

3. The applicant shall provide information, as required by Section 283-3-C (Trees) of the Town Code with specific information on the number, species, health and size of the trees proposed to be removed by each proposed phase. This information is subject to review by the Town Arborist. It appears from the subject drawing that 5 trees and several shrubs are proposed to be removed. The applicant has submitted general information on the plantings for the proposed rain gardens. The applicant shall prepare a landscape plan as required for the site and the rain gardens with types, sizes and species of proposed plantings. The proposed landscape plans will be referred to the Conservation Advisory Council for their review and comment.
4. Section 307-60 of the Zoning Code, Special Permit for Offices of doctors, dentists or other health care practitioners is to allow medical office buildings to serve the needs for medical care of the residents of the Town and to ensure that such facilities are conveniently located and provided in a manner that is not disruptive to surrounding property or the neighborhood. The subject property is zoned R-10, single-family residential. The lot is approximately 13,429 sq. ft. Special Permit Section 307-60 requires a minimum lot size of 20,000 sq. ft., with frontage on a state highway and be located within 1,000 linear feet of any point of the Crompond Road frontage of the NY Presbyterian/Hudson Valley Hospital Center. Since the lot does not meet the required 20,000 sq. ft. minimum size the applicant, when the application is deemed complete, will be required to apply to the Zoning Board of Appeals for an area variance as to lot size.

The applicant submitted a table of dimensional regulations chart for both the R-10 zoning district and for the Special Permit as per Section 307-60. The applicant is advised to only submit a table of dimensional regulations as per the Special Permit. The applicant shall

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correct the submitted table to reflect the proposed use of an existing building as per 307-60 B 2 b. The subject drawing shows the following setbacks and coverage

Front	27.83 feet existing	40 feet required
2 nd Front	28.6 feet existing	40 feet required
Rear Yard	34 feet existing	50 feet required

The dimensional requirements as laid out in 307-60 B (attached) permit the Planning Board, as approving authority, to vary the maximum building coverage, front, rear and side yard setbacks. The applicant shall clarify his calculations as to minimum landscape coverage requirements and maximum building coverage as defined in the Town Zoning Code and graphically represent on the subject drawing how the calculations were made.

5. The subject drawing should show any existing or proposed signs, both freestanding and wall mounted.
6. The subject drawing set shall be revised to include a location map and the table of dimensional regulations.
7. As per Section 307-24 *Off-Street Parking Requirements* a medical office requires 4 parking spaces per physician plus 1 per employee. The applicant should clarify the total number of employees and doctors and include the parking calculation in the table of dimensional regulations. If both Phase I & II are constructed the floor plans show 3 treatment rooms, 2 procedure rooms, 2 waiting rooms, a recovery room and a consultation room. Parking as proposed may not be sufficient.
8. The applicant submitted a written analysis as to how the proposed medical office meets the standards and conditions of Section 307-42 of the Zoning Code. When considering the issuance of a Special Permit the Planning Board is required to analyze Section 307-42 and Section 307-60 and make findings that the proposed project is consistent with the standards and conditions contained therein.
9. Enclosed is a street view of the subject site.

CRK/crk
attachments

cc: Linda D. Puglisi, Town Supervisor
Richard H. Becker, Town Board Liaison
Michael Cunningham, Esq., Assistant Town Attorney
Michael Preziosi, P.E., Director, DOTS
Thomas Leigh, AIA
Dr. Ravi Kumar
Richard DeLorenzo

2 Ogden Ave

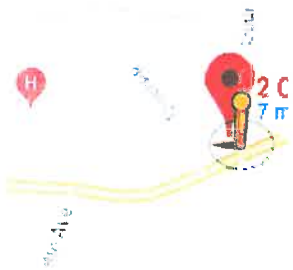


Image capture: Oct 2013 © 2018 Google

Cortlandt, New York



Street View - Oct 2013





TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
ENGINEERING DIVISION

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REVIEW MEMORANDUM

Copies 1 Planning Board
 Town Board
 Zoning Board
 Legal Dept.
 DOTS Director
 C.A.C.
 A.R.C.
 Applicant
 Thomas Leigh, AIA

To: Town of Cortlandt Planning Board

Cc: Chris Kehoe, AICP – Deputy Director – Planning, Department of Technical Services
 Tom Wood, ESQ. – Town Attorney / Michael Cunningham, ESQ. – Dept. Town Attorney

From: Michael Preziosi, P.E. – Director, Department of Technical Services
Michael Preziosi, P.E.

Date: October 11, 2018

RE: PB 2018-12 2 Ogden Avenue

I have reviewed the 8 page plan set prepared by Thomas Michael Leigh Architect dated ~~received~~ 9/19/2018 and 10/12/18 offer the following comments pertaining to this application.

General Comments

1. A table of dimensional zoning requirements shall be provided. Applicant is referred to Chapter 307 of the Town Code.
2. Applicant shall document that the building meets the requirements of the NYS Uniform Code for the proposed use. If not, the Applicant shall document any variances that may be required. Applicant has been advised by Code Enforcement staff that substantial interior alterations may be required. Elevation changes are proposed at the front (Ogden entrance) side and rear of the property. Said elevations shall be referred to ARC for comment.
3. Applicant shall revise plans to show ADA Accessibility has been met. The Applicant shall provide spot elevations along the proposed paths. A re-grading plan with sufficient spot elevations to confirm walkway grades and cross slopes shall be provided.
4. Additional impervious area is proposed. New asphalt for parking areas is proposed within 10-ft of the property line and in multiple instances to the property line. Drainage improvements shall be incorporated to re-direct storm water runoff away from property line to best management practices to those listed in the NYSDEC Stormwater Design Manual.

5. Parking calculations in accordance with off-site parking requirements 307-28 of the Town Code. 11 parking spaces and two handicap spaces (13 total) are shown on the site plan. Parking stall 13 appears to conflict with access to the rear of the property. The proposed floor plans indicates 3 treatment rooms, 2 procedure rooms, 1 recovery room and multiple waiting rooms. The Applicant shall provide a narrative of proposed practice with staffing requirements. Additional parking may be required.
6. The Applicant is proposing handicap parking on a down slope. Grade of driveway shall be provided and compared to ADA cross slope requirements. Furthermore ADA parking spaces are shown to be "pull in" which could lead to tandem parking.
7. The existing retaining wall is proposed to be disturbed. Applicant shall provide details of existing and proposed retaining walls.
8. The Applicant shall provide a landscape plan meeting the requirements of Town Code Chapters 370-21, 22 & 23. Five trees of unknown size and type are proposed to be removed. In addition impervious area to the north of the site proposed for parking is shown adjacent to a residential property.
9. The Applicant shall revise the plans as follows:
 - a. Provide details for handicap signage and striping.
 - b. Provide details for handicap accessible paths.
 - c. Provide ramp details if required.
 - d. Proposed outdoor lighting.
 - e. Proposed signage.
 - f. Existing utilities (water, sewer services, etc...)
 - g. Location of garbage receptacles and enclosure. Note: Private carting will be required.
 - h. Storm water best management practices.
10. The Applicant is advised that the application will be forwarded to the Zoning Board of Appeals once deemed complete. Dimensional non-conformities exist which are not variable by the Planning Board. Further discussion will be provided in the Planning Memorandum.
11. The Applicant shall confirm that the property has connected to the Conklin Park East Sewer System. Utility locations (existing and proposed) must be provided on the site plan.
12. It appears medical waste pick-up will be required. Outdoor storage bins are shown on the site plan.

Additional comments will arise upon further review. Error or omission does not mean acceptance by the Town.

Cc: Applicant
Thomas M. Leigh, AIA
Director – Code Enforcement

W:\Planning Board\PB 2018-12 (2 Ogden)\2018-10-11 PB 2018-12_Site Plan Review Memo (MP_Engineering).Doc



TOWN OF CORTLANDT
 DEPARTMENT OF TECHNICAL SERVICES
 CODE ENFORCEMENT DIVISION

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

Martin G. Rogers, P.E.
 Director of Code
 Enforcement/D.O.T.S.

Ken Hoch
 Assistant to the Director/D.O.T.S.

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To: Michael Preziosi, P.E. –Director, Dept of Technical Services
 Cc: Chris Kehoe, AICP – Deputy Director – Planning, Dept of Technical Services
 From: Martin G. Rogers, P.E. – Director of Code Enforcement
 Date: October 22, 2018
 Re: Proposed Medical Offices
 2 Ogden Avenue
 Tax ID 33.8-3-19

Initial review has been performed for the Site Drawing for the above location. The following was noted:

1. Accessible Space and No Parking Anytime Signs shall be shown and details provided.
2. 2 sheets in the set are noted as Drawing A-101.
3. This is a change in use in the same occupancy classification in the Building Code. The Design Professional shall review requirements for Health Care Providers.
4. Interior accessible route is required. See IBC Section 1104.4.
5. Proposed "ADA" Toilet Room on the upper floor does not appear compliant with the Codes.
6. Verify compliance for the landing at the top of the ramp in the basement.
7. Reception will have an accessible counter? It appears only a window or opening is proposed.
8. Drinking Fountains are required.

2018-22-18 2 Ogden Ave Memo To PB.Docx



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Copies Planning Board
 Town Board
 Zoning Board
 Legal Dept.
 DOTS Director
 C.A.C.
 A.R.C.
 Applicant
 Thomas Leigh, AJA

 Sent 10/22/18