

Barton & Loguidice, D.P.C.

Memo To: Stan Morse, Chairman
and Members of the Millbrook
Planning Board

Date: August 15, 2017

From: David B. Clouser, PE, LS
Engineer for the Planning Board

Project No.: 1913
Phase No.: 4

Subject: Site Plan Review of the Millbrook
Laundry
7 - 15 Merritt Avenue
Village of Millbrook, NY

Our office received and reviewed an application prepared by Spire Architecture for a Site Plan approval on behalf of Hunter Rental Properties, LLC. The application proposes to develop a new laundromat within an existing building on a 0.37 acre parcel located at 7 - 15 Merritt Avenue. The proposed laundromat would replace existing building floor area currently used for storage. The property is located within the GB General Business zoning district.

The proposed laundromat is most closely classified in the Zoning Code as a service business, which is a Permitted Use in the GB zoning district. The existing 3 story building also contains multiple family apartments, retail, office, and will continue to provide a reduced area for storage. A 1 ½ story building is also located on the property as well as parking facilities for 13 vehicles. The property is presently served by Village water and sewer services.

Information received and reviewed by our office included the following information:

- *Application Cover Letter and Applicant Disclosure Form*, dated July 29, 2017, prepared by Spire Architecture;
 - *Site Plan/Special Use Permit Application Form and Checklist*, dated July 29, 2017, prepared by Mr. Christopher Colby, RA;
 - *Short Environmental Assessment Form (Part 1)*, signed by Mr. Christopher Colby, RA, dated July 29, 2017; and
 - *Existing Conditions Site Plan and first floor Plan*, dated July 28, 2017, prepared by Spire Architecture.
-



The Board will note that the existing buildings on this property are nonconforming with regards to building setback and multiple family unit density. The proposed laundromat will be located on the first floor of the existing 3 story building with its main entrance at the rear of the building. No exterior improvements are proposed with the exception of signage that meets the Zoning Code requirements and new site lighting.

Parking requirements for the laundromat would be 4+ parking spaces. The Zoning Code requires one space for every 200 ft.² of gross floor area plus one space per employee. The Site Plan indicates that 4 parking spaces have been allotted for the existing building storage area use, which exceeds §230-16 J. (1) requirements for that storage space use. The Board may also note that no additional parking spaces are required for existing uses as long as the spaces for existing uses are not reduced below what is required.

The limited floor area of the new laundromat (approximately 800 ft.²) would qualify the application's environmental review as a SEQRA Type II classified action. A Short Form EAF has been submitted for the Board's environmental review and appears appropriate for the scope and scale of development being proposed for this Permitted Use.

Based on our office's review of the submitted information, we offer the following comments for the Board's consideration:

I. SEQRA Issues to be Addressed –

The Short EAF appears complete, except for the following two items that should be addressed:

1. Item 2, page 1 regarding permits and approvals should include the Village Board for approval of water and sewer use.
2. Item 9, page 2 indicates the proposed action will not meet the State energy code requirements. Further explanation should be provided in this regard.

As a Type II classified action, the Board can assume lead agency, acknowledge that this application would be classified as a Type II action in its SEQRA review, and as such requires no additional environmental review process.

II. Additional Information Required –

The following additional information should be provided for the Board's review in future submittals:



1. Location Map - A Location Map should be added to the Site Plan per §230-44 C. (4) (a).
2. Refuse/Waste Receptacle - The location of a fenced waste receptacle/dumpster should be shown on the Site Plan,
3. Site Lighting - Product data literature has been provided on the new light fixtures to be used and their locations have been shown on the Site Plan. Photometric information should be provided indicating compliance with the Performance Standards limiting glare and light trespass across property boundaries to be at a lighting intensity no greater than 0.5 footcandles per §230-14 A. (13).
4. Water and Sewer Service Increased Use- An estimate of the water and sewer use should be provided by the Applicant, and the Village Board should formally approve the increased water and sewer usage.
The Village Board may wish to refer the application for increased sewer use to the NYSDEC for acceptance due to the Order on Consent prohibiting new sewer connections. Although this is not a new water and sewer connection, the usage for a laundromat will be considerably more than the present usage related to storage space use. The Applicant should provide the estimated water and sewer usage average flow rates to the Village Board for this purpose.
5. Landscaping - The Board may wish to discuss whether additional landscaping on the site will be necessary for this existing, developed property in accordance with §230-17 A. Presently the site is primarily paved or has a gravel surface. A waiver to landscaping requirements may be granted by the Board when justified.
6. Parking - As previously stated, the parking requirements for this use appeared to be at least 4 parking spaces based on the gross floor area plus 1 parking space per employee. The Board may wish to discuss whether additional parking is warranted for this new use.
The Site Plan indicates an area where two additional parking spaces could be striped as long as this area is not used for other purposes. It may also be noted that the two spaces assigned for multiple family in the front of the building are located within the front yard area and therefore not code compliant.
Other methods for providing off-site parking, parking reductions, and fee in lieu of parking are described in §230-16.

The information submitted for this application appears to be sufficient for setting a public hearing date as long as the minor plan revisions are available for the Board's review prior to the public hearing.

For efficiency of our office's review of future submittals, a written item-by-item response to the above comments should be provided by the Applicant's professional as part of the resubmitted information.

Please feel free to contact our office at your convenience with any questions or comments.