

Chairwoman Patricia Hammes  
Members of the Planning Board  
Village of Greenport  
236 Third Street  
Greenport, NY 11944

Dear Chairwoman Hammes and Members of the Planning Board:

Attached please find HF2 LLC's response to the Planning Boards December 18, 2023 letter. Our response dated January 3, 2024, 13 pages is presented in the exact numerical order as the Board letter. Please note the response to question number 1, included in the first 6 pages includes our response to sections requested section and additionally section 150-30(C). Enclosed please find (9) copies of the below:

1. HF2's response, dated 1/23/2024, 13 pages.
2. Updated Environmental Assessment Form, 13 pages.
3. R&M Engineering 12/27/2023 Parking and Traffic analysis.
4. R&M Engineering drawing CP-1 Conceptual Alignment Plan dated 12/22/2023.
5. R&M Engineering drawing EX-1 Existing Conditions Plan dated 12/22/2023.
6. R&M Engineering drawing TMP-1 through TMP-6 Truck Maneuvering Plan dated 12/22/2023.
7. R&M Engineering drawing AM-1 500' Area Map dated 12/27/2023.
8. BLD architecture drawing set 9 pages, dated 1/3/2023. Note 3D Printed Model Views page 9, has been added.

This shall also confirm our request to placed on the January 19, 2024, Planning Board agenda.

1. ***A written narrative document addressing and providing justification for the proposed project under the terms set forth in Sections 150-9(B)(6), 150-29(A), 150-29(B), 150-30(A) and 150-30(B) of the Village Code (please refer to Local Law No. 3 passed on October 19, 2023 for substance of these provisions([https://locallaws.dos.ny.gov/sites/default/files/drop\\_laws\\_here/ECMMDIS\\_appid\\_DO\\_S2023111\\_3123339/Content/09021343803322c9.pdf](https://locallaws.dos.ny.gov/sites/default/files/drop_laws_here/ECMMDIS_appid_DO_S2023111_3123339/Content/09021343803322c9.pdf))).***

**Section 150-9(B)(6): (pages 31,36)**

- a. COMPLY: No motel shall be within 200' of another motel No motels exist within 200-ft of the subject property. The Area Map provided identifies the location and proximity of motels within 500-ft of the subject property. See attached R&M drawing AM-1, 12/27/2023.
- b. COMPLY: This is to confirm that the occupancy of the Inn will be the lesser of a) the number of persons permitted pursuant to the Uniform Code and four (4) individuals per room.
- c. COMPLY: Rooms shall not be less than 200 square feet.
- d. COMPLY: This is to confirm that no existing apartment will be displaced by the Inn.
- e. COMPLY: Guest loading and unloading will not be on Front Street.
- f. COMPLY: Storefront set aside requirements for buildings on Main Street.
- g. COMPLY: This shall confirm that none of the uses identified in Section 150-9(B)(6)(g) will be within 25' of a residentially zoned area.

- h. COMPLY: At this time the Inn does not include an outdoor patio, deck, lounge or similar areas but we acknowledge the operating times for such uses between 8am -10pm.
- i. COMPLY: At this time the Inn does not anticipate any entertainment covered by section 150-52.
- j. COMPLY: As part of our pre-submission application, we included a traffic and safety impact study.

**Section 150-29(A): (pages 65,66)**

- 1. When developing the application for the Inn, the public health, safety and welfare with particular attention to the immediate neighborhood was considered and will not be adversely impacted. For example, we provide clear sightlines at the corner of Main Street and East Front Street that improve visibility and safety of both vehicles and pedestrians. Our team includes Elizabeth Roberts Architects, a noted preservation architect to assist with the historic and contextual aspects of the building. This includes respect for the Historic character along Main Street and the working waterfront and Ship Builder neighborhoods to our east.
- 2. As identified on the Truck Maneuvering Plans, TMP-1 thru TMP-6, 12/22/2023, the maneuverability of the emergency services vehicles is not impacted by the proposed development. The simulations were conducted with:
  - a. 30-ft Fire Department pumper truck
  - b. 43-ft Fire Department aerial fire truck with non-articulating rear wheels
  - c. 44-ft Fire Department pumper truck

The above vehicle maneuvers were not impacted by the proposed development. With all three vehicles, the maneuvers are available within the right-of-way limits which are not being encroached upon by the project.

- d. Truck with 30-ft trailer
  - e. WB-50 Tractor Trailer
- 3. In addition to our response to number 1 above, we believe the building features of the new Inn will harmonize beautifully from any view. The Main Street gallery façade is classic in its traditional detailing, maintaining the two-story pedestrian scale of the street wall. The storefront glass is open and inviting, activating the street. Along Carpenter and East Front Street, the Inn building evokes a modern Industrial style in keeping with the working harbor of the shipyard, both in color and material. The tall trees and greenery along E Front Street acknowledge the pedestrian, walking scale of the Village. All of these features, bring the new Inn into harmony with the surrounding neighborhood and enhance the variety of mixed-uses of the existing adjacent properties. Our studies do support that the proposed Inn does not adversely affect any adjacent, existing uses.
- 4. Our studies performed at the request of the Villages consultants have confirmed that the location, size and use do not adversely effect traffic or pedestrian flow and demonstrate a less intense Use than allowable by zoning. As stated in our Traffic Letter dated December 27, 2023, the proposed 18 Room Inn would result in a 1-2% increase in the overall vehicles traversing the intersection of East Front Street/Front Street at Main Street/Main Road. Based on the information provided by the Institute of Transportation Engineers (ITE) in their Trip Generation Manual, 11<sup>th</sup> Edition (September 2021), the proposed 18 Room Inn would generate under 10 trips during the weekday peak hour and would generate approximately 14 trips during the Saturday peak hour. It is our opinion that this level of vehicular traffic is minimal and would not adversely impact the operation of the intersection of Main Street/Front Street. In addition,

the Traffic Impact Study (TIS) dated August 2022, most recently revised October 2022 regarding a 22 Room Inn on the same Parcel, introduced an accident analysis, which reviewed the number and nature of any reported vehicle accidents at the intersection of East Front Street/Front Street at Main Street/Main Road. The accident analysis was in turn reviewed by the Village of Greenport's Engineering Consultants L.K. McLean Associates, who stated, in their Comment Letter dated October 6, 2022, "The level of traffic activity associated with the proposed Inn is not expected to contribute to an increase in accident frequency." As this project represents a 4 room decrease, and thus a traffic activity deduction, we believe the same opinion would hold true for the 18-room design. As such, we do not expect the proposed project to result in an increase in traffic accidents and we do not expect it to adversely affect pedestrian safety in the immediate area.

5. The new Inn includes site appropriate landscaping, trees and screening together with traditional architecture along Main Street all in balance with the surrounding context. The Inn will have traditional styled site and sidewalk lighting with amble light per applicable codes and the safety of the public and our guests.
6. The proposed Inn does not result in result in overcrowding of the site. The proposed lot coverage variance of 18% is modest and in keeping with current downtown Village properties. Although the current proposed Inn does require a lot coverage variance of 18% above current coded requirement of 40%, only Southold has such a restriction. Other towns: Westhampton Beach- 50%, The Town of Shouthampton- 70%, Village of Southampton- 70%, Sag Harbor- 70%, East Hampton- 80%.
7. The applicant is not aware of any environmental or ecological impact from the Inn.
8. The Inn will require two variances, one for lot coverage and a second for parking. The proposed Inn will require a lot coverage variance from the code requirement of 40% to 58%, which equates to approximately 1,582 square feet. In accordance with the code the proposed in will require 21 parking spaces with 3 accommodated onsite, therefore requiring a parking variance of 18 spaces. As noted in number 5 above many other towns have lot coverage ratios in excess of those of Greenport. In both cases the required variance will not impact the safety of pedestrians, village emergency personnel, or our own clients.

**Section 150-29(B): (pages 66,67)**

1. The proposed Inn will continue with the traditional character of the current building facing Main Steet. The Inn will be an improvement and enhancement from the current building, bringing the working waterfront from the neighboring shipyard into the Village and will provide year-round visitors to the Village.
2. The proposed Inn will be open year around providing its economic impact and marketing reach in coordination with its sister properties. The Inn will not provide food and beverage services and will continue to jointly promote the Village with the Village restaurants, bars and retail stores.
3. The exterior look of the new Inn only pays homage to the Village's working waterfront, with a rustic "sail loft" look. We plan to carry this look inside the Inn with pictures and artifacts and stories throughout the spaces and into the rooms. We plan to tell the story of the working waterfront and the Village in General with our furnishings.

**Section 150-30(A): Village Review Procedures:**

Exhibits submitted for site plan review will be subject to the review and consideration criteria itemized in 150-30 and 150-31 by the Village Planning Board.

**Section 150-30(B): (pages 69-70)**

1. The Inn will require two variances, one for lot coverage and a second for parking. The proposed Inn will require a lot coverage variance from the code requirement of 40% to 58%, which equates to approximately 1,582 square feet. In accordance with the code the proposed in will require 21 parking spaces with 3 accommodated onsite, therefore requiring a parking variance of 18 spaces. Many other towns have lot coverage ratios in excess of those of Greenport. We believe the 1,582 is completely un-noticeable to the public. In both cases the required variance will not impact the safety of pedestrians, village emergency personnel, or our own clients.
2. As identified on the Truck Maneuvering Plans, the maneuverability of the emergency services vehicles is not impacted by the proposed development. The simulations were conducted with:
  - a. 30-ft Fire Department pumper truck
  - b. 43-ft Fire Department aerial fire truck with non-articulating rear wheels
  - c. 44-ft Fire Department pumper truckThe above vehicle maneuvers were not impacted by the proposed development. With all three vehicles, the maneuvers are available within the right-of-way limits which are not being encroached upon by the project.
  - d. Truck with 30-ft trailer
  - e. WB-50 Tractor Trailer
3. The applicant and its design professionals have evaluated the effect of the Inn on the health, safety and welfare and comfort, convenience of the Village in general and particular to immediate neighbors and believe there to be no impact. We reviewed light, noise and logistics as our criteria.
4. We believe the building features of the new Inn will harmonize beautifully from any view. Looking at the Inn from Front Street, and you see a white classic architecture, open clear windows and inviting. From the shipyard both in color and metal utilitarian feeling, immediately brings you to the working waterfront. The tall trees and greenery at the street level softens the building from the sidewalk. All of these features, and where they have been incorporated into the new Inn allow for continued, coordinated complimentary uses of adjacent properties. Engineering studies support that the new Inn does not adversely affect with adjacent uses.
5. The proposed project is an 18 Room Inn which in turn is expected to generate 14 vehicular trips throughout its peak hour of traffic activity. A detailed review 4 intersections within the area immediately surrounding the subject property was performed in the Traffic Impact Study (TIS) dated August 2022, most recently revised October 2022 regarding a larger 22 Room Inn to be located on the same parcel. As part of that review, accident data was gathered for these intersections. The accident analysis was in turn reviewed by the Village of Greenport's Engineering Consultants L.K. McLean Associates, who stated, in their Comment Letter dated October 6, 2022, "The level of traffic activity associated with the proposed Inn is not expected to contribute to an increase in accident frequency." As this project represents a 4 room decrease, and thus a traffic activity deduction, we believe the same opinion would hold true for the 18 room design. As such, we do not expect the proposed project to result in an increase

- in traffic accidents and we do not expect it to adversely affect pedestrian safety in the immediate area.
6. The new Inn includes site appropriate landscaping, trees and screening to soften the utilitarian Working Water front feel of the back of the building as well as easy transition from the traditional architecture of the Main Steet view. The Inn will have traditional site and sidewalk lighting with amble light per applicable codes and the safety of the public and our guests.
  7. Parking observations were performed on Friday and Saturday throughout the Village in July of 2022. The observations revealed that within the surveyed municipal lots, 41 vacant spaces were available at any given time within the 10 AM – 10 PM observation period. A parking generation analysis was performed for the 18 Room Inn using industry standard data presented by the Institute of Transportation Engineers in their Parking Generation Manual, 6<sup>th</sup> Edition. Land Use Code 312 representing a limited service hotel was utilized. The analysis revealed that an 18 Room Limited Service Inn would be expected to generate 12 parked vehicles during its average peak parking demand. As the observed 41 vacant spaces is greater than the expected 12 vehicle demand, we believe adequate space is present in the Village and that the proposed project would not overcrowd or overburden the parking in the area. In addition, 3 parking spaces are to be provided on-site meaning only 9 parked vehicles would need to be accommodated elsewhere. Further reducing the demand on the public parking in the area.
  8. Consistency with the LWRP. The proposed application is consistent with the objectives of the 1988 and 2012 updates to the LWRP. In these documents Hotel Use is permitted in the CR-zone and this Use accommodates a tourism-related economy that is promoted by the working waterfront.

**Section 150-30(C): Review Considerations (pages 70-71)**

1. Note this response is for **C.(1),(2),(3) and (15)**: The design of the Greenport Hotel is a direct response to the existing historic architectural context on the unique site it occupies. The Gallery at the west side of the property along Main Street is a sensitive response to typical buildings lining the main street in the Village. The scale of the building is carefully aligned with the adjacent historic structures and appropriately provides a public entrance at the intersection of Front and Main Streets. The Inn building along East Front Street and Carpenter is heavily influenced by the adjacent 3-story shipbuilding structures and the view of the marina from both street level and the upper level of the Inn. The Gallery along Main Street features large wide windows on it ground level, long narrow window on its upper level, traditional details, and signage to reference historic Greenport storefronts including Little Billy’s Oyster Saloon, James P. Grady’s Ship Chandlery. Similarly, the Inn building at the rear of the site references Greenport’s fishing, buildings at the rear of the site references Greenport’s Fishing, shipbuilding and whaling structures.
2. See response to number 1.
3. See response to number 1.
4. Note this response is for C.(4),(5), and (6): See TMP-1 through TMP-6, 12/22/2023 conceptual alignment plan and truck maneuvering plans submitted.
5. See response to number 4.
6. See response to number 4.

7. As noted in number 1 above clearly the proposed Inn preserves, protects and very much supports the aesthetics of the neighborhood. The new use does not adversely affect the accessibility to water, parks and natural resources nor effect critical environmental resources.
8. The conceptual alignment plan as well as the building renderings and elevations includes proposed tree locations and approximate heights. Ultimately we will work with the Village Planning and Engineering to determine the proper species and caliper of trees and plantings for both aesthetics and longevity. All species will be in keeping with the Village's overall master plan.
9. Given the proposed Inn will not provide any prepared food and beverage services, it is not believed it will have any negative effect on noise or vibration. As already noted, the increased, focused, distributed lighting will make the area safer for pedestrians' traffic, better lighting for emergency vehicles and more open site lines for vehicular traffic.
10. A stormwater drainage system will be established within the proposed site development plans to provide adequate drainage for the development. Point sources of stormwater runoff include roof area, impervious surfaces, and landscaped areas. Grading of the site will be such that stormwater will flow to established low-points on-site, and ultimately into the subsurface drainage system. An Erosion & Sediment Control Plan will be included within the site development plans to demonstrate that during construction and post-construction activities, erosion and sediment control practices will be followed in accordance with New York State Stormwater Management best management practices (BMP's) and any additional erosion control practices as deemed necessary by the Village of Greenport.
11. The site development plans will include a Utility Plan identifying connection points to existing public utilities including sanitary waste management, water service connections, and electrical and gas connections. The Project Engineer will work directly with the entity having jurisdiction over these utilities and gain all approvals necessary for the development.
12. With 18 guest rooms and no food & beverage operations, an exterior dumpster will not be required at the property. Any/all trash & recyclable materials will be stored short-term in our rubbish storage closet which will contain four (4) 95-gallon trash/recycle receptacles. The trash will be picked up by the Sound View Greenport Maintenance vehicle and transported back to Sound View Greenport's dumpsters. Trash removal is planned for twice weekly during peak summer months and once weekly during the balance of the year. The trash receptacles will never be left on the curb and only visible when being picked up or returned to the property.
13. We are currently under contract with Pine Oaks Landscaping to handle all snow removal and plowing in the event of a winter storm impacting our area. Pine Oaks Landscaping is responsible for ensuring snow removal for all paved areas as well as shoveling, salting and clearing our Front Street section of public sidewalks and all other walkways on property. In addition to the professional resources under contract with Pine Oaks Landscaping, the Harbor Front Hotel has a 3-person Maintenance Team that can assist with salting and shoveling if needed to ensure we stay ahead of the snow.
14. It is believed that the proposed Inn will not have any adverse effects on air or water quality.
15. See response to number 1.
16. Currently the proposed inn will not be seeking LEED certifications but very much supports low flow toilets and reuse of materials. The design of the building will provide for a number of sustainable initiatives, which include high energy efficiency or mep equipment, high thermal performance of the building envelope, LED lighting, use of natural daylighting, low flow fixtures, white reflective roofs and future rooftop PV.
17. The applicant of the proposed Inn welcomes the support of the local construction firms during the construction process, specifically within the Town of Southold.

18. The applicant believes that the proposed Inn is the best solution for this intersection of our Village. The view down Front Street will see our glass, architecturally coordinated Gallery, invites pedestrians to come down Front Street past all the other shops, bars and restaurants. The view as you walk down Front Street from the waterfront you will see the Inn building which brings the working waterfront to life. Enter our Gallery to view the local history of Greenport. All this said the applicant very much believes the proposed in very much utilizes public facilities and services most efficiently. Provides adequate access for emergency vehicles, addresses pedestrian and vehicular traffic concerns, and enhances the Village as a whole. It sustains the working waterfront heritage with a year around business and supports public access to waterfront.

**2. *To the extent available, the Planning Board would also encourage the applicant to include any information that is required to be included in the Community Impact Report (please see the definition thereof contained in Section 150-2 of the amended Code) which will be required to be submitted as part of the final completed application for the project. Please specifically identify and address each of the criteria set forth in the relevant Code provisions. Please also include a preliminary discussion of potential construction staging and how the applicant intends to mitigate any potential construction impacts to the Village businesses and residences within the vicinity of the site.***

**Section 150-2 – Community Impact Report (pages 6-7)**

1. Please see pages 3 thru 6 of this response for our detailed item-by-item response to Section 150-30. Exhibits submitted for site plan review will be subject to the review and consideration criteria itemized in 150-30 and 150-31 by the Village Planning Board.
2. Detailed description of proposed hours and days of operation and statement as to the benefits. Once the Inn is operational, it will be open 24 hours per day, 365 days per year. The new Inn will provide all of the benefits to the Village from its year around operations, benefitting our local business as well, and ultimately increased tax revenue for the Village.
3. Analysis of number of employees that staff the Inn. To properly staff the Inn, we will need to have one person always on property at the Front Desk which will require four (4) full time employees working year-round and then, 2 housekeepers working at the same time during the Peak Summer Period (3 months) and 1 housekeeper working full time in the off and shoulder seasons, 9 months a year. This means that we will have a maximum of three (3) employees (1 Front Desk & 2 Housekeepers) working on property at the same time. See detailed staffing in item 11 below.
4. The applicant does not believe the proposed Inn will have any relevant impact on the affordability of housing in the Village.
5. It is believed that the proposed 18 room Inn will have little to no effect on direct property values in the surrounding neighborhoods. Although, the economic impacts will be positive for both the local business and the Village with increased tax income. It is widely understood in the hospitality industry that guests spend their money within walking distance of their Hotel accommodation, in our case downtown Greenport, year around. Our Inn will not prepare food and beverage services, instead relying on our neighboring restaurants, bars and other stores to be the focus of our guests. All these additional dollars result in increased tax revenue for the Village.
6. It is believed that the proposed 18 room Inn will have little to no effect on public sewer facilities, public water facilities, noise, odors, lighting or any other negative environmental

- impacts in respect the location of the property or neighborhoods located within 500 feet of the site. As previously mentioned, the proposed Inn will be a limited-service Inn with no preparation of food and beverage and will therefore have minimal impact on local municipal services. The proposed Inn will not be generating kitchen waste or requiring an increased water demand due to food services, nor will excessive noise and odors be produced. Proposed site lighting will be designed in coordination with the Village to provide adequate on-site lighting that works in conjunction with existing site lighting within the Village and adjacent areas. Ultimately, the limited-service aspect of the Inn will encourage guests to venture into the Village for dining and recreational activity and thus create an enhanced revenue stream within the local area.
7. The site development plans include several proposed features to maximize pedestrian and vehicular traffic. ADA compliant ramps are proposed on-site within the parking area and within the right-of-way on Main Street. Additionally, bike racks are provided within the front of the building. "No Stopping Anytime" signs are provided along the site's frontage along East Front Street. Not permitting vehicles to park along East Front Street provides adequate room for emergency vehicles and passenger vehicles to maneuver around the site on East Front Street and Carpenter Street. As the site exists today, there is no sidewalk along East Front Street, and pedestrians must walk within the roadway to travel between Main Street and Carpenter Street. The site development plans include a concrete sidewalk on the south side of the property to provide pedestrians and guests a safe travel route between the two roadways.
  8. An independent engineering study has demonstrated that the proposed Inn will not adversely affect accessibility to the 200 Main Street site or adjacent properties. The study identified the Greenport fire truck as the worst case to establish accessibility. See attached drawing TMP-1 through TMP-6, dated 12/22/2023, last revised December 22, 2023 which shows that the Village fire truck can assess the site in the event of an emergency. It is envisioned waste disposal will be via Carpenter Street as they currently do. Finally, we believe our increased lighting around the Inn will make the area safer and more accessible for other emergency services.

**3. *Square footage of the current building located on the site as well as the number and size of parking spots and any loading zone currently existing on the site.***

The square footage of the current building, the size and number of parking stalls, topography and the surface coverage areas are all included on the Existing Conditions Plan EX-1, 12/22/2023, attached.

**4. *Add the boundary line of FEMA Flood Zone "X" on Sheet CP-1 and the Existing Conditions survey and re-submit.***

The FEMA boundary has been added to the Conceptual Alignment Plan, CP-1, 12/22/2023, and the Existing Conditions Plan, as requested.

**5. *A description of any food or beverages proposed to be made available (whether for free or for a charge) by the Hotel to guests from time to time (i.e. breakfast, cocktails, wine tastings etc.). Please***



***indicate whether you are contemplating applying for an entertainment permit pursuant to Chapter 150 of the Code in connection with the operation of the Hotel and/or retail space.***

The Inn will serve a continental breakfast to guests consisting of baked goods and juice. In addition, each guestroom will have an assortment of snacks (all wrapped individually) as well as bottled water.

**6. A description of the proposed use and hours for the gallery retail storefront area.**

The Gallery would be used to promote and display local art to the community. These works would be curated from local talent to exhibit contemporary art for viewing and for sale. The hours of operation would follow all normal Main Street hours of operation as permitted by Code.

**7. A description of the proposed procedures for guest check-in, checkout and queuing/ loading procedures (including both in respect of guests and any other deliveries anticipated in respect of the proposed Hotel (i.e. laundry)). This description should include the method in which applicant intends to address directions to the Hotel to guests as well as instructions with respect to parking by guests arriving by car or other motor vehicle.**

Booking & Arrival Process - Guest Reservations

1. Booking via telephone or website online
  - a. All Guests will be required to schedule their arrival time.
    - i. Each guest will be required to pick an available 20-minute arrival window. This arrival window will be available on their date of arrival between 7am-11pm.
    - ii. Each arriving guest will be required to schedule their arrival window in advance, allowing us to help ensure less congestion adjacent to the Inn and help to eliminate any/all supplemental traffic potential.
  - b. During the booking/reservation process
    - i. HF2 Hotel Owner LLC will promote a pricing strategy designed to promote and incentive public transportation usage by Inn guests. The goal of strategy is to reward individual guests that opt to take advantage of public transportation when traveling to the Greenport NY area.
    - ii. Any guests traveling with their own motor vehicles (MV) will be advised during the reservation process that Inn parking onsite is not available and all guests with MV's will need to park at our offsite parking area (TBD) and use the Inn shuttle to be transported from the offsite parking area to the Inn prior to arrival.
    - iii. It will also be made clear during the reservation process during all pre-stay communications, that any/all Inn guest that fail to adhere to these instructions will be denied check in and escorted by Inn valet/shuttle driver to the offsite parking area to park their MV before being allowed to begin the check in process.
    - iv. It will be made clear to all Inn guests traveling by personal MV that their stay experience and registration will begin at the offsite parking area.

Our goal is to make the required guest parking at the future offsite area (TBD) an opportunity to enhance our guest's overall guest experiences, each arriving guest will be given a brief introductory tour of Greenport on the way to 200 Main Street. The goal of this orientation tour is to educate our guests on

Village history, Points of Interest, and highlight activities to be explored while they are visiting our community.

Guest Departure Process

1. When it comes time for guest departure, each guest will be required to pick an available 20-minute departure window. This departure window will be available between 7am-11pm on their date of departure. At which time the Inn shuttle will transport the departing guests back to their MV at the offsite parking area.

**8. Please indicate whether it is contemplated that the Hotel will be made available for hosting private events and, if so, any plans for addressing additional traffic and guests that may arrive from other locations to attend such private event(s). Also please provide details of any plan for managing any party buses, limousines, cabs, Ubers or other forms of transportation (other than personal vehicles) that might be used by guests in connection with attending weddings or other similar events at locations outside of the Village or for otherwise transporting guests to locations on the North Fork that are outside of the Village.**

No, the Inn does not anticipate hosting any private parties or events and therefore there is no additional impact or demand due to the normal guest arrival sequence.

**9. A description and drawing identifying proposed refuse storage and disposal.**

Inn Rubbish & Trash Removal Plan

1. Being only 18 guest rooms, an exterior dumpster will not be required on site at the HF2 Hotel Owner LLC property.
  - a. Our goal will be to store any/all trash and recycled materials in the interior rubbish storage closet in one of 4 x 75-gallon trash receptacles.
  - b. The trash will be picked up by the Sound View Greenport Maintenance vehicle and all waste transported back to Sound View Greenport's dumpsters.
  - c. We feel the trash removal to take place twice weekly during the peak summer months and pickup once weekly during the offseason.
  - d. The trash receptacles will never be left sitting on the curb at any time and will be a significant improvement to what other businesses in the area are doing now with dumpsters lining Capenter Street.

**10. A description of any operational interdependencies between the proposed Hotel and other properties owned or operated by the applicant or its affiliates on the East End of Long Island including whether guests at the Hotel will have access to amenities at other hotels operated by the applicant or its affiliates (and vice versa) and any shuttle or other transportation services contemplated to be used between the various properties, to the extent applicable.**

In the normal course of operations, all members of the management team will be required to utilize the Inn Shuttle to travel between Sound View Greenport, The Harbor Front Hotel, and 200 Main Street during the peak summer season. The goal here is to ensure that no staff MV's are parked on site. Our guest will

have access to amenities of all our sister properties, as noted in number 11 in more detail, the Inn will provide shuttle services, at no charge to our guests.

**11. A description of proposed employee(s) for the Hotel as well as how services will be provided at the Hotel (such as shuttle services, cleaning, laundry etc.).**

The goal and execution of our HF2 Hotel Owner LLC general operations plan is designed to help minimize and eliminate any/all supplemental traffic congestion created by the Inn's daily operation during peak summer season (Memorial Day through Labor Day), while at the same time enhancing our guest's overall stay by introducing them to the Village of Greenport and all the unique experiences that it has to offer.

Inn Staffing Guidelines

1. Front Desk Staffing
  - a. 24 Hours per Day/365 days per year.
  - b. 1 Front Desk Associate required to cover an 8-hour shift daily.
  - c. Required Full Time staffing is equal to 4.25 FTE's annually.
  - d. During the peak summer season all Front Desk staff will be required to park at the designated offsite parking lot and be transported to property via the Inn shuttle.
  - e. HF2 Hotel Owner LLC will endeavor to hire local talent living in the Village of Greenport, in an effort to further reduce vehicle traffic and congestion.
  
2. Housekeeping Staffing
  - a. Requires 2 x Housekeepers during peak summer season
  - b. Requires 1 x Housekeeper during the offseason.
  - c. All Housekeeping staff required at HF2 Hotel Owner LLC will be sourced daily from the larger pool of housekeeping staff available at Sound View Greenport & The Harbor Front Hotel.
  - d. All Housekeeping staff will arrive to the property via Inn shuttle thus requiring no personal MV's to be parked on site.
  
2. Inn Reservation Staff
  - a. All Inn reservations will be handled by the Front Desk team on property and require no additional staffing.
  
3. Property Ops & Maintenance Staff
  - a. The POM Team for 200 Main Street will be sourced on an as needed basis from the 3-man team currently employed at The Harbor Front Hotel.
  - b. All POM staff will be required to walk from The Harbor Front Hotel to 200 Main Street if a POM concern needs attention.
  
4. Management Oversight
  - a. The Front Desk team at 200 Main will have the authority to handle daily management oversight and responsibilities.

The Complex Front Office Manager, Complex Executive Housekeeper, and Complex AGM & Regional General Manager will be available on an as needed basis to visit the property.

Inn Valet/Shuttle Operation

1. HF2 Hotel Owner LLC will offer daily shuttle service during peak season between the hours of 7am to 11pm to help ensure easy access for Inn guests. Our goal here is to help eliminate any congestion which might be caused by our Inn guests arrival and departure.
2. The shuttle will run locally (Greenport Village / between Inns / etc.) at no cost to the guest however there will be designated times when the shuttle will make regional loops to farms, marinas, wineries, etc. and there will be a charge for this.
3. The operational expenses for the shuttle will be covered by Sound View Greenport. HF2 Hotel Owner LLC will pay a shuttle fee back to Sound View Greenport to cover their share of operational expenses.

**12. To the extent known, a written description of any variances the applicant intends to seek from the Village of Greenport Zoning Board of Appeals including with respect to any parking requirements set forth in the Code and/or whether the applicant intends to waive its right to appeal for relief in respect of the parking requirements and directly seek relief under Section 150-16(G) of the Code. Please ensure all materials re-submitted reflect consistent parking calculations and relief sought.**

The Inn will require two variances, one for lot coverage and a second for parking. The proposed Inn will require a lot coverage variance from the code requirement of 40% to 58%, which equates to approximately 1,582 square feet. In accordance with the code the proposed in will require 21 parking spaces with 3 accommodated onsite, therefore requiring a parking variance of 18 spaces. The required variance will not impact the safety of pedestrians, village emergency personnel, or our own clients.

**13. Please provide a site surface table comparing the quantities existing surface types (i.e. landscaping, structure, pavement, pervious pavers) to those proposed.**

The square footage of the existing surface coverages has been added to the Existing Conditions Plan, EX-1, 12/22/2023, and the proposed square footages are shown on the Conceptual Alignment Plan.

**14. The radius map required pursuant to Section 150-31(B) of the Code and calculations demonstrating that the proposed development satisfies the requirements set forth in Section 150-9(B)(6) of the Code.**

Attached R&M drawing 500-FT Area Map, 12/27/2023, is provided pursuant to Section 150-31(B) and Section 150-9(B)(6) of the Code.

**15. Extracted copies from the traffic impact study of any diagrams demonstrating turning clearances at Carpenter Street East Front Street that relate to the ability of tractor trailers and emergency service vehicles to access the rear of the property as well as the Greenport Yacht and Shipyard property. Any associated turning movement analysis from the traffic study shall be included with diagrams.**

Reference attached R&M drawings, TMP-1 through TMP-6, 12/22/2023.

**16. A diagram indicating the placement of fire hydrants and the size of water mains that will feed them, as well as rights of access to properties surrounding the site.**

The existing fire hydrants on Front Street and Carpenter Street are identified on the Conceptual Alignment Plan, CP-1, 12/22/2023. No new hydrants are proposed, as these two hydrants are within less than 75-ft of the property.

**17. Provide a FEAF for review that includes a detailed project description and is reflective of the proposal being considered.**

The updated Full EAF is attached.