Christopher W. Robinson, PE President
Wayne A. Muller, PE Vice President
Matthew P. Scheiner, PE Partner
Matthew K. Aylward, PE Partner
Gino Tedesco, Associate

December 27, 2023

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

Re: Greenport Inn
200 Main Street
Greenport, NY 11944
SCTM: Dist. 1001, Sec. 004,
Blk. 10, Lot 16
R&M Job Number: 2021-225

Dear Chairwoman Hammes and Members of the Planning Board:

At the request of the applicant, R&M Engineering has performed a parking and traffic analysis regarding the above referenced application. The parcel is 0.19 acres in size and is located within the C-R Retail Commercial/Historic District, it is represented on the Suffolk County Tax Map (SCTM) as District 1001, Section 004, Block 10, Lot 16. The property is currently occupied by an existing vacant retail use which previously contained a "souvenir" shop. The applicant is proposing to demolish the vacant retail use and construct an 18 room Inn with limited amenities and an attached art gallery in its place. A visual representation of the proposed action is depicted on the Conceptual Alignment Plan prepared by R&M Engineering dated November 15, 2023, most recently revised December 22, 2023.

Based on the information presented above as well as our knowledge of the parking patterns associated with similar uses, we have prepared the following parking assessment for the subject site; our methodology is as follows:

1. As indicated in the above referenced Conceptual Alignment Plan, and as depicted in §150-16(A) of the Village Code, the proposed Inn would require 1 parking space per room and one parking space for each employee. Based on information provided by the applicant, there will be at most 3 employees on-site at any one time and there will be 18 total rooms in the proposed inn. Therefore, based on the Village Code the proposed project would require a total of 21 stalls (18 for the Rooms and 3 for the Employees). As depicted on the Conceptual Alignment Plan, 3 parking spaces including 1 ADA space will be provided on site. Therefore, a parking variance for 18 stalls will be required as part of this application.

2. In order to ascertain the parking activity within the area, R&M Engineering performed parking observations the weekend after July 4th in 2022. The two days that were observed were Friday July 8th and Saturday July 9th, 2023. The observations were performed from 10:00 AM to 10:00 PM and were performed in ½ hour intervals. The scale of the surveyed areas encompassed a large area and spanned across the Village. However, upon review of the relevant parking regulations, the final areas which were analyzed were reduced to those which were deemed useable by an Inn/Hotel use. These parking areas included:

Lot 3: Portions of the lot located between Main Road and 1st Street
Lot 6: Long Island Railroad (LIRR) Lot
Lot 9: Lot located on North Side of Adams Street between 3rd Street and 1st Street
Lot 10: Portions of the IGA Lot
Lot 11: Lot location on South Side of South Street

The lots enumerated above represent the parking areas for which we found the existing regulations would allow vehicles associated with the proposed Inn to park. The areas enumerated above provide a total capacity of 257 Parking Spaces. Based on our observations, the peak parking period for these lots occurred on the observed Saturday at 3:00 and 3:30 PM. At this time, we observed a total of 216 vehicles parking in these areas, this equates to 41 Vacant Spaces. It should be noted that the areas enumerated above do not include the few on-street parking areas within the surveyed areas which were unregulated. With the addition of on-street parking the number of vacant spaces would increase to 54 overall vacant spaces.

Based on the above information, it was determined that one of the surveyed lots in particular provided a large number of vacant parking spaces throughout the observations. Lot 6, the LIRR lot, was found to experience a peak parking demand of only 36 Parked Vehicles, with over 20 vacant spaces at any time during the observation period. This peak demand occurred at 3:00 and 3:30 PM on the observed Saturday.

3. In an effort to determine the future parking demand associated with the proposed project R&M Engineering performed a parking generation analysis. The parking generation was performed using up to date statistics provided by the **Institute of Transportation Engineers (ITE)** in their **Parking Generation Manual, 6th Edition**, recently released October 2023. The Land Use Code which was employed was LUC 312 representing a Limited Service Hotel. Based on the description provided by the **ITE** a Limited Service Hotel entails the following:

> "A limited service hotel provides overnight sleeping accommodations and other limited facilities, such as a swimming pool or fitness room. A limited-service hotel typically does not have a doorman, bellhop, or concierge; has little or no meeting room space; and does not have a full service restaurant. Food service options are typically limited to a small food pantry that offers items for sale on a retail basis; or a complimentary breakfast buffet or afternoon beverage bar for hotel guests or a limited-menu, order at the counter restaurant."

Based on the above description, we believe this land use code very aptly describes the proposed project. The peak parking demand regarding the proposed project under this LUC would be as follows:

Weekday Peak Parking Demand
0.66 Vehicles Parked/ Room @ 18 Rooms = 12 Vehicles Parked

Saturday Peak Parking Demand
0.53 Vehicles Parked/ Room @ 18 Rooms = 10 Vehicles Parked

As such, based on the information provided above, the proposed Inn would be expected to generate 12 parked vehicles during the peak period.

As stated in item 2, above, our observations revealed that there were over 40 vacant parking spaces within the Municipal Parking areas in the Village. In fact, we determined there was adequate availability within the solely the LIRR Lot which possess a 72 Hour Parking Limit, perfect for the proposed Inn. As such, based on our findings and the provided industry standard data, it is our opinion that more than adequate parking is available within the Village to accommodate the parking activity associated with the proposed use and therefore the use would not result in an overburdening on the parking facilities provided in the area.

4. In addition to estimating the future parking demand, R&M Engineering also estimated the future traffic activity associated with the proposed project. This was done in a similar fashion to the above parking generation as industry standard data was also consulted. A trip generation computation was performed using the information published by the **ITE** in their **Trip Generation Manual, 11th Editon** (September 2021). LUC 312 was also utilized for this analysis, however, it is presented under the name of Business Hotel. The provided description for this LUC is as follows:

> "A business hotel is a place of lodging aimed toward the business traveler bus also accommodates a growing number of recreational travelers. These hotels provided sleeping accommodations and other limited facilities, such as a breakfast buffet bar and afternoon beverage bar. Some provide a full-service restaurant geared toward hotel guests. Some provide a swimming pool, most provide fitness facilities. Limited space for meeting facilities may be provided. Each unit is a large single room."

As stated above, business hotels can cater to recreational travelers and typically provide a lower number of amenities compared to a standard hotel. In comparison, LUC 310 representing a Hotel states the following:

> "A hotel is a place of lodging that provides sleeping accommodations and supporting facilities such as a full-service restaurant, cocktail lounge, meeting rooms, banquet room, and convention facilities. A hotel typically provides a swimming pool or another recreational facility such as a fitness room."

As such, we believe that due to the limited number of services provided by the proposed Inn, LUC 312 outlining a Business Hotel was more appropriate. The results of the trip generation were as follows:

> Trip Generation Computation – LUC 312 - 18 Occupied Rooms
> AM Commuter Peak Period: 9 Trips (5 Entering, 4 Exiting)
> Midday Peak Period: 9 Trips (5 Entering, 4 Exiting)
> PM Commuter Peak Period: 7 Trips (4 Entering, 3 Exiting)
> *Saturday Midday Peak Period: 14 Trips (6 Entering, 8 Exiting)

*The Saturday Midday Peak Period was performed using data obtained from the Hotel Land Use (LUC 310) as opposed to LUC 312 due to the lack of weekend data available under the Business Hotel Land Use.

As such, during a typical weekday the proposed Inn would be expected to generate under 10 peak hour trips. During the Saturday, we can expect the Inn to generate more activity with 14 total trips. However, as stated earlier, the Saturday analysis was prepared using LUC 310 as

opposed to 312 and due to the limited amenities and services provided, we believe the activity would be lower than that of a full service hotel as outlined by LUC 310.

It should be noted that the applicant plans on providing a small art gallery along the Main Street frontage of the site, which will be open to the public. However, we are of the opinion that the gallery will mainly experience its demand as pass-by traffic and will garner the attention of pedestrians and individuals already present in the Village, and thus would not contribute to vehicle activity of the site on its own. It is our opinion that the activity associated with the art gallery will be purely non-destination pedestrians.

5. In addition to the parking observations, R&M Engineering also performed traffic turning movement counts (TMC) at four intersections near to the site. The observations were performed on the same Friday and Saturday that the parking observations were performed. These observations were performed in order to ascertain the existing level of traffic activity in the area.

   The observations were preformed on July 8th and 9th and were initially separated into four peak periods which are as follows:

   AM Commuter Peak Period: 7:00 – 9:00 AM
   Midday Peak Period: 11:00 AM – 3 :00 PM
   PM Commuter Peak Period: 4:00 – 6:00 PM
   Saturday Midday Peak Period: 11:00 AM – 3:00 PM

   The data during these four peak periods was collected in 15 minute segments and later combined into peak hours. The data observed at this time was also adjusted based on **New York State Department of Transportation (NYSDOT)** guidelines to account for any fluctuations in traffic activity as a result of the COVID-19 Pandemic. The observed volumes were compared to volumes obtained by the **NYSDOT** and were increased based on the ratio in the difference between the state volumes and the observed volumes. The State volumes were increased to represent 2022 volumes by applying a standard growth factor (1.8% per year) provided by the State for the area. The state volumes were increased using this factor for the difference in years between 2022 and the original date the State volumes were collected. Volumes were only ever increased as part of this process, should the observed volumes have been higher than the adjusted state volumes no changes to the observed volumes were made. Therefore, any observed volumes that were found to be lower than the time adjusted State volumes were increased to match, while preserving the observed ratio of the turning movements. As such, we believe the data utilized to represent the "Existing" condition is conservative in nature.

   Reviewing the existing volumes, we determined the following number of vehicles traversed the intersection of Front Street/East Front Street at Main Road/Main Street during each of the time periods:

   AM Commuter Peak Hour: 402 Total Vehicles
   Midday Peak Hour: 578 Total Vehicles
   PM Commuter Peak Hour: 630 Total Vehicles
   Saturday Midday Peak Hour: 641 Total Vehicles

Based on this information, in the "Existing" condition 641 vehicles traversed the main study intersection over the course of the observed peak hour. Adjusting these volumes using the state provided growth rate factor to a period 2 years in the future results in the following estimated future volumes:

AM Commuter Peak Hour: 418 Total Vehicles
Midday Peak Hour: 601 Total Vehicles
PM Commuter Peak Hour: 655 Total Vehicles
Saturday Midday Peak Hour: 667 Total Vehicles

As such, at the point in time when we estimate the Inn would open, there would be approximately 667 vehicles traversing the intersection of Front Street/East Front Street at Main Road/Main Street during the busiest period. The proposed project would in turn represent the following increase in the future activity:

AM Commuter Peak Hour: 418 vs 427 Vehicles (2.2% Increase)
Midday Peak Hour: 601 vs 610 Total Vehicles (1.5% Increase)
PM Commuter Peak Hour: 655 vs 662 Total Vehicles (1.1% Increase)
Saturday Midday Peak Hour: 667 vs 681 Total Vehicles (2.1% Increase)

Therefore, we expect the activity generated by the proposed project would at most increase the total number of vehicles traversing the main study intersection by 2.1% during the most active peak period (2.2% during the AM Commuter Peak Period). We believe this is a minimal impact and that an increase of 14 vehicle trips during the peak hour would not significantly impact the operation of the intersection.

6. In addition, R&M Engineering also prepared a trip generation comparison between the proposed project and the reoccupation of the existing site with a retail use (the most recent previous use). The analysis was performed using the same methodology outlined in section 4 of this report and utilized industry standard to estimate the traffic activity of a retail use represented by LUC 822 relating to a Retail Use under 40,000 sf. The results of the trip generation computation for the retail use was as follows:

Trip Generation Computation – LUC 822 – 3,750 SF
AM Commuter Peak Period: 9 Trips (5 Entering, 4 Exiting)
Midday Peak Period: 50 Trips (27 Entering, 23 Exiting)
PM Commuter Peak Period: 25 Trips (12 Entering, 13 Exiting)
Saturday Midday Peak Period: 25 Trips (13 Entering, 12 Exiting)

As such, the number of trips associated with a retail use would typically exceed those expected by the proposed Inn by a large margin. However, it is worth noting that a retail use in the Village of Greenport will more than likely generate a large portion of its activity via foot traffic or coincidental pass by traffic and my not be the sole reason for properties to be in the area and therefore would not necessarily result in the activity presented above. However, we would be remiss in not highlighting that a retail use could potentially generate more than double the activity of the proposed project.

7. The applicant has also indicated a number of measures are being undertaken on the operations side of the project in an effort to improve the overall impact on the traffic and parking activity of the area. The applicant has indicated they are providing more competitive pricing and

incentives for those utilizing public transit. The applicant will be keeping minimal staff on site and will be sharing staff between their other hotels/inns in the area, in addition portions of the staff will be shuttled in from those properties thus not generating parked vehicles in the Village, though the **ITE** based parking estimate would include any employee vehicles regardless. Based on the operational plan prepared by the applicant, guest arrival will be spread across the day as they will be made to chose between certain 20 minute arrival windows thus allowing trips to be spread out reducing the pressure on the roadway network. Lastly, the applicant has indicated that guests will be directed to first park in municipal parking as opposed to first approaching the site as to minimize the activity which will reach the downtown area of Greenport. These guests would then either walk or utilize the provided shuttle service to reach the inn.

8. Lastly, we have included an attached Response Letter dated October 25, 2022 and a Traffic Impact Study (TIS) dated August 2022, most recently revised October 2022 which outlines an in depth traffic and parking analysis of the subject parcel should a more intensive 22 room inn be constructed on the site. The TIS includes a thorough analysis of the local roadway network, accident rates at four nearby intersections, sight distance at the main study intersection, and an evaluation of the operation of four nearby intersections. This TIS includes all the relevant tables and figures to accompany the observations discussed above.

Based on the analysis presented above, we determined that the proposed project represents a slight increase in the traffic activity in the area. In addition, we determined that adequate parking capacity is available within the unrestricted municipal parking areas in the Village to accommodate the expected parking demand associated with the proposed project. As such, it is our opinion that the proposed project will not create any undue hazard or congestion and can be sufficiently supported by the available parking within the Village of Greenport.

If you should have any questions or comments, please do not hesitate to contact our office directly.

Very truly yours,
**R&M Engineering**

Wayne A. Muller, PE

Very truly yours,
**R&M Engineering**

Keyan J. Cody

Cc: David Gilmartin, Esq.
Alex Badalamenti, AIA
Mark Boyle
Erik Warner

Attachments: Response Letter dated October 25, 2022
Traffic Impact Study (TIS) dated August 2022, most recently revised October 2022