

**VILLAGE OF GREENPORT PLANNING BOARD
OUTSTANDING ITEMS FOR PRE-SUBMISSION CONFERENCE
200 MAIN STREET
SCTM 1001-14-10-16**

December 18, 2023

As discussed at the pre-submission conference held by the Village of Greenport Planning Board on December 15, 2023 in respect of the proposed 18 room hotel with retail space at 200 Main Street, SCTM 1001-14-10-16, the Planning Board will require the submission of the following additional information/materials from the applicant before proceeding to schedule the next pre-submission conference (other than a pre-submission conference to be held solely for the purpose of additional public comment on January 4, 2024). The information/materials will need to be provided in writing not less than 15 days prior to a scheduled Planning Board public meeting in order for the continuation of the pre-submission conference to be placed on the agenda. For the applicant's information, the upcoming dates for Planning Board meetings are anticipated to be January 5, January 19, February 2, February 16 and March 1. The Planning Board reserves the right to request additional documents, information or materials pursuant to Section 150-31(B)(2)(e) prior to closing the pre-submission conference for this application.

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_DOS20231113123339/Content/09021343803322c9.pdf)).
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.
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.
4. Add the boundary line of FEMA Flood Zone "X" on Sheet CP-1 and the Existing Conditions survey and re-submit.
5. A description of any food or beverages proposed to be made available (whether for free or for a charge) by the inn 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 inn and/or retail space.

6. A description of the proposed use and hours for the gallery retail storefront area.
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 inn (i.e. laundry)). This description should include the method in which applicant intends to address directions to the inn to guests as well as instructions with respect to parking by guests arriving by car or other motor vehicle.
8. Please indicate whether it is contemplated that the inn 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.
9. A description and drawing identifying proposed refuse storage and disposal.
10. A description of any operational interdependencies between the proposed inn and other properties owned or operated by the applicant or its affiliates on the East End of Long Island including whether guests at the inn 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.
11. A description of proposed employee(s) for the inn as well as how services will be provided at the inn (such as shuttle services, cleaning, laundry etc.).
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.
13. Please provide a site surface table comparing the quantities existing surface types (i.e. landscaping, structure, pavement, pervious pavers) to those proposed.
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.

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

Thank you for your timely assistance in respect of providing the foregoing. We look forward to working with you to move this application along in an expeditious manner. If you have any questions with respect to the above, please contact the Clerk to the Boards, Michael Noone at (631) 477-0248 or mnoone@greenportvillage.org and he will direct your inquiry as appropriate.