



To The Village of Greenport,

This submission is intended to provide additional information/materials to the Village of Greenport Planning Board as requested in the Village's letter dated December 18, 2023.

Further, in response to feedback from our December 15th Pre-Submission Conference, the Applicant has also worked with its design team over the past month to refine the following elements of the proposed project:

- Circulation and access
- Landscape and plantings
- 3rd Floor setbacks and architecture

We have provided additional perspective views to illustrate these refinements, as well as provide further helpful context for the proposed project. We hope that this information is helpful to the Planning Board and we respectfully request that our Pre-Submission Conference be continued at the February 2, 2024 meeting.

Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

Dillon Prives
Vice President



**VILLAGE OF GREENPORT PLANNING BOARD OUTSTANDING ITEMS FOR PRE-SUBMISSION CONFERENCE
326 FRONT STREET DBA THE GREENPORTER HOTEL
SCTM 1001-14-8-29, 30 and 31
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 renovations and expansion of the hotel and restaurant located at 326 Front Street dba as The Greenporter Hotel/Terra, 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. 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.

Question 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)).

Question 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.

Question 3.

Other than with respect to the ordinary course of operations of the restaurant, 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. continental 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 or the restaurant.

Question 4.

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 hotel and restaurant (i.e. laundry, food delivery etc.)). 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.

Question 5.

Please indicate whether it is contemplated that the hotel or restaurant 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.

Question 6.

A description and drawing identifying proposed refuse storage and disposal.

Question 7.

A description of any operational interdependencies between the hotel/restaurant 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.

Question 8.

A description of proposed employee(s) for the hotel/restaurant as well as how services will be provided at the hotel/restaurant (such as any shuttle services, cleaning, laundry etc.).

Question 9.

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. Applicant shall include a narrative of potential impacts of said variances and proposed mitigation measures to offset said potential impacts to the community.

Question 10.

A diagram indicating the placement of fire hydrants and rights of access to properties surrounding the site.

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



Question 1:

Please see the attached Appendix for a written narrative 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.

Question 2:

Please see the attached Appendix for a written narrative providing additional information, to the extent available, as required for inclusion in a Community Impact Report (as defined in Section 150-2 of the Village Code).

Question 3:

Other than with respect to the ordinary course of operations of the restaurant, we currently contemplate providing the following food and beverage services to hotel guests. Alcoholic beverages will be controlled and ID-checked in accordance with applicable regulations:

- Complimentary coffee served in the lobby, common space, and/or restaurant
- Complimentary beverages for guests upon their arrival
- Small, pre-made appetizers and beverages served in the lobby and/or common space (e.g. associated with partnerships with local businesses, chefs, wineries, etc.)
- Food and beverages served within the fenced-in pool area

We do not plan to offer room service to guests during their stay. We also do not plan to be offering a continental breakfast, lunch, or dinner to guests separate from what is offered at the restaurant. All of the food and beverage services will be prepared and sold through the restaurant.

Our intent is to operate a restaurant that is open to the general public as well as hotel guests for breakfast, lunch, and dinner, to further contribute to the vibrancy of Greenport.

At this time, we do not anticipate filing for an Entertainment License. However, in the event in the future we meet the criteria for one as set forth in the Village Code, we will follow the appropriate procedures to seek a license.

Question 4:

Check-in:

Check-in at the hotel will follow a similar procedure as is currently in place. Upon arrival to the hotel, guests will make their way to the front desk where they will receive their room key, a brief summary of the hotel's amenities, local village recommendations, and policies/expectations of guests staying at the hotel. If a guest has driven themselves to the property, they will be advised to find a parking space within the lot prior to checking in. Hotel staff will work to keep the flow of traffic moving through the main entrance of the parking area to ensure guests do not leave cars idling or blocking traffic while checking in to the hotel. Hotel staff will also be made available to assist with transporting luggage for guests from their vehicles to limit idling time.

Check-Out:

Check-out is completely remote and no additional steps are needed to be taken by the guest; they simply drop their key at the front desk and are free to depart the property. If a guest is traveling to a train, bus, or ferry terminal, our front desk will be able to assist with connecting them with a taxi service to drive them to their next destination.

Queuing/Loading:

During the peak arrival and departure times in the busy summer months, we will work to have operations team members monitor the parking lot to assist with directing guests on how/where to park to ensure there is a consistent flow of traffic. We can also add additional signage around the drop off/pick up areas that will help guests navigate the parking area.

Deliveries:

The primary (and consistent) deliveries experienced by the hotel/restaurant are for food/beverage and trash/recycling.

Food Delivery:

Food deliveries typically occur 4 - 6 days per week depending on the time of year. Delivery trucks will enter the property via Front Street. Deliveries take 15 - 30 minutes to offload and continue on their way.

Trash/Recycling:

Trash pickup will occur daily, likely in the mornings. The truck will enter the property via the Front Street entrance (as it currently does) through the proposed curb cut that has shifted to the left. From here it will pull through to the dumpster enclosure, which is sufficiently screened to code, empty and replace the dumpsters in the designated area. From there, the trash truck will head north through the parking lot to exit the property through the existing rear curb cut on 4th Ave.

Vehicle Management:

We will proactively advise our guests to leave their cars at home and access the property via alternative modes of transportation. This will be done on our website, reservation confirmation emails, and pre-arrival emails that are used to communicate all the necessary information to guests before they arrive for check-in. We will also offer free bike rentals with helmets & locks for our guests to use to explore the surrounding village area. We have found providing this amenity helps to mitigate their need to bring a car to the hotel knowing they will have a means of transportation once they arrive. We also find this offering helps to mitigate guests who have a car on property from driving it during their stay as they can easily bike to most locations in the Village from the hotel.

In addition to advocating for our guests to limit their vehicle use while staying at the hotel, we will also work to mitigate our employees' use of cars at the property. We plan to do this in several ways. The first is housing, as the majority of our employees live within a quarter mile (approximately a 5-minute walk) from the property in housing provided by the hotel. Secondly, in addition to being a walkable distance, we will also provide helmets, bicycles, and locks for our employees to use so that they can get to and from work, as well as navigate around the village outside of their shifts without the need of a car. Finally, in the event an employee does not live in the employee housing, we will provide bus vouchers to encourage the use of public transit to and from their shifts. It is worth noting that the employee housing provided for the staff does include parking spaces that we would propose using as a satellite parking for our employees who drive to work. In the event an employee drives to work, they can park at the satellite lot and easily walk to the hotel.

We are also working with our hotel and restaurant operations team to identify further incentives to encourage guests to take alternative methods of travel other than using their personal vehicles. This may happen in the form of a percentage off your daily room rate / total restaurant bill or an added daily charge for parking on the property. These are active and ongoing conversations so while we do not have a definitive plan set in place, we are working to identify a method of incentivizing guests to leave their cars at home and access the property via alternative modes of transportation.



Question 5:

Private Events:

- Hotel Events:

Our operations plan is currently contemplating hosting private events at both the hotel and restaurant. The exact details and constraints for the proposed private events are still being developed and will evolve as our understanding of what is permitted becomes clearer. For the hotel, it would be our expectation that an event that is hosted there would require visitors of the event to also be guests of the hotel. We do not have the space or operational capacity to host large wedding receptions (or similar types of events) that would be able to accommodate guests beyond the rooms we have available.

- Restaurant Events:

Private events at the restaurant would be different as this space is open to the public and guests of the hotel. In the event a private event is being hosted at the restaurant such as a dinner, birthday, branded event, etc. we would be constrained to the capacity of the approved seat count.

Party Buses/Limos:

For groups booking party buses and limousines to pick up and drop off guests, we will provide the groups/individuals responsible for organizing the event with clear directions on the pick up and drop off procedures. Additionally, we will reach out to the limousine and party bus companies in the surrounding areas to provide them with overview instructions and visual guides on the hotel's operating procedures in the event they are contracted with a group at the hotel.

With the proposed renovation, we will be shifting the curb cut located at the front of the property that will allow access for large trucks/buses to enter the parking from Front Street and exit via 4th Avenue.

Uber/Taxi:

Similar to our proposed plan for limos and party buses, we will circulate a memo to the surrounding taxi services that explain our pick up and drop off protocols when servicing patrons of the hotel.

Question 6:

Please see the attached Appendix for a plan showing the proposed refuse storage area. As noted in our response to Question 4 above, trash pickup will occur daily, likely in the mornings. The truck will enter the property via the Front Street entrance (as it currently does) and pull through to the dumpster area for pickup. The trash truck will exit the property through the existing rear curb cut on 4th Ave.

Question 7:

At this time, we do not have other operational interdependencies on the East End of Long Island, beyond the hotel and restaurant that are the subject of this application.

Question 8:

Please see our response to Question 4 above.

Question 9:

Please see the attached Appendix for a written description of variances the applicant intends to seek from the Village of Greenport Zoning Board of Appeals.

