

APPLICATION NARRATIVE

INTRODUCTION

This application concerns property situate at 326 Front Street, in the Village of Greenport (SCTM No. 1001-14-8-29, 30, and 31) (the “Premises”), owned by 326 Front Street LLC (the “Applicant”). The Applicant proposes the renovation and redevelopment of the existing “Greenporter Hotel.” The Applicant presented at the December 15th pre-submission conference before the Village of Greenport Planning Board for the subject application and received a letter, dated December 18, 2023, requesting additional outstanding items (attached as Exhibit A); in response to **Items 1, 2 and 9** of that letter, this Narrative is respectfully submitted.

Item 1: JUSTIFICATION FOR THE PROPOSED CONDITIONAL USE AND SITE PLAN

a. DISCUSSION OF CONDITIONAL USE CRITERIA AND REVIEW CONSIDERATIONS

Pursuant to Village of Greenport Village Code §150-29 (A) and (B), the Planning Board must assess and address the following criteria and must consider the (a) character of the existing and probable development of uses in the district in which the conditional use is to be located and in the immediately surrounding areas of the Village and the peculiar suitability of such district for the location of any conditional uses; (b) the encouragement of the most appropriate uses of land to ensure a vibrant year-round community in the Village; and (c) the Village goal of protecting and fostering a working waterfront in the Village and the Village’s water-dependent uses.

The proposed project, per Village Code §150-29 (A), relates as follows to each criteria:

- (1) **That the public health, safety and welfare and the comfort, convenience and order of the Village in general and of the residents of the immediate neighborhood in particular will not be adversely affected in any material respect by the proposed conditional use and its location.**

The proposed conditional use will not adversely affect the health, safety, or welfare of the immediate neighbors or the community in general, nor will the comfort, convenience, or order of the Village be negatively impacted. The proposed project consists of the redevelopment and upgrade to the existing hotel and will not result in a more disruptive use on the subject site. The upgrade to the hotel and continued use in this manner will only serve to promote year-round commerce in the Village.

- (2) **That all proposed buildings, structures, equipment and other property relating to the proposed conditional use are readily accessible for fire and police and other emergency services and that the use and its improvements**

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will not interfere with the provision of these services to the district in which it is proposed to be situated or the immediately surrounding neighborhood.

The Applicant is conducting traffic studies accordingly with the NYS Department of Transportation and will submit updated plans to ensure all emergency services have optimal access to the property.

- (3) **That the proposed conditional use is of such location, size and character as (a) will, in general, be in harmony and compatible with the appropriate and orderly development both of the district in which such conditional use is proposed to be situated as well as the immediately surrounding neighborhood, (b) will not be detrimental to the orderly development of adjacent properties in accordance with the zoning classification of such properties and (c) will enhance the mix of uses or complement the other uses in the immediate vicinity of the proposed conditional use and not interfere with any of those uses.**

The proposed project is conforming with the surrounding properties on Front Street, both in respect to size and character. Directly down Front Street from the subject property are the Menhaden Hotel and the Harbor Front Inn, both of which are hotel establishments of similar size and compartment. The Menhaden Hotel is 46 feet 8 inches in height (to the top of its rooftop elevator); the Harbor Front Inn, 35 feet in height, has three stories. The proposed project would add a third story to the existing hotel, but will not exceed 29 feet 10 inches in height. The proposal would also include the refurbishment of the exterior of the existing buildings to ensure that both match each other aesthetically and are in line with the other similar business establishments on Front Street.

Similarly, the movie theater is also approximately 45 feet in height.

Although the Premises directly abut residential properties as well, additional vegetative screening is proposed at the northern boundary of the Premises and the development will not cause any additional hindrances to the continued development of the residential zone. Notably, the buildings on site are also set back approximately 65 feet from 4th Avenue. The proposed use is compatible with the CR Zone that the majority of the property is located in.

- (4) **That the location and size of such conditional use, the nature and intensity of operations involved in, or conducted in connection with, such conditional use, its site layout and its relation to access streets are such that both pedestrian and vehicular traffic to and from the use and the assembly of persons in connection therewith will not be hazardous or inconvenient to or incongruous with the surrounding area or conflict with the normal traffic of the Village in general and the immediately surrounding area in particular.**

The proposed conditional use and site plan will not cause any hazard or inconvenience to pedestrians, or vehicular traffic, nor will it prevent the use and assembly of persons in the surrounding area. As noted, the existing hotel is being upgraded and redeveloped in a manner

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that is in line with similar establishments on Front Street. The proposed site plan will not materially alter existing traffic patterns on Front Street or Fourth Avenue.

- (5) **That appropriate landscaping, buffering and/or screening will be in place to reduce any impact of the proposed conditional use in respect of noise, light or other potential nuisances and the location and height of buildings, the location, nature and height of walls and fences and the nature and extent of landscaping on the site where the conditional use is to be located are such that the conditional use will not hinder or discourage the appropriate development and use of adjacent land and buildings.**

As noted on the submitted pre-submission packet, the proposed site plan for the conditional use includes screening and buffering vegetation to mitigate any noise, light, or other potential nuisances from the site. The Premises will be lined on Front Street and Fourth Avenue by plantings as well.

- (6) **That the number of buildings, structures or dwelling units, as the case may be, comprising such conditional use shall not result in an overcrowding of land or the undue concentration of population.**

The proposed conditional use is not increasing the number of buildings on the Premises.

- (7) **That the proposed conditional use will not result in environmental or ecological deterioration and is such that it will not have an adverse impact on natural resources of soil, air and water or have another impact that is detailed in §NYCRR617.7 or other environmental or ecological impact.**

The proposed conditional use will not result in environmental or ecological deteriorations; the proposed development will not adversely impact natural resources, soil, air, water, or other impacts as delineated in §NYCRR617.7. The proposed project is merely the redevelopment of the existing hotel use, with appropriate upgrades and alterations, none of which will have additional adverse effects on the local environment.

- (8) **That the proposed conditional use satisfies all applicable criteria and standards set forth in this Code (or has otherwise received a variance in respect thereto duly issued by the Board of Appeals) and that such conditional use is otherwise consistent with the principles of any then applicable comprehensive land use and development plans (including the Village's current Local Waterfront Revitalization Plan) as it may be adopted by the Board of Trustees for the Village and will not be detrimental or have an adverse impact on the Village goal of protecting and fostering the working waterfront of the Village and the Village's water dependent uses.**

The Applicant intends to apply for certain variances, as necessary, and which are further delineated in response to Item 9 below.

b. STANDARDS FOR THE APPROVAL OF SITE PLANS

Pursuant to Village of Greenport Village Code §150-30 (A) and (B), the Planning Board must assess the degree to which the proposed site plan satisfies the following criteria and the Applicant responds to each criteria in turn:

- (1) **That the proposed site plan satisfies all applicable criteria and standards set forth in this Code (or has otherwise received a variance in respect thereto duly issued by the Board of Appeals) and is otherwise consistent with the principles of any then applicable comprehensive land use and development plans (including the Village's Local Waterfront Revitalization Plan) as may from time to time be adopted by the Board of Trustees for the Village.**

The Applicant intends to apply for certain variances, as necessary, and which are further delineated in response to Item 9 below.

- (2) **That all proposed buildings, structures, equipment and other property relating to are readily accessible for fire and police and other emergency services and that the use and its improvements will not interfere with the provision of these services to the district in which it is proposed to be situated or the immediately surrounding neighborhood.**

See response to (a)(2) above.

- (3) **That the public health, safety and welfare and the comfort, convenience and order of the Village in general and in particular of the residents of the immediate neighborhood(s) will not be adversely affected in any material respect by the proposed site plan.**

See response to (a)(1) above.

- (4) **That the proposed site plan (including in respect of size and character of buildings and structures forming part thereof) (a) will, in general, be in harmony and compatible with the appropriate and orderly development of both the district in which it is located as well as the immediately surrounding neighborhood and (b) will not be detrimental to the orderly development of adjacent properties in accordance with the zoning classification of such properties.**

See response to (a)(3) above.

- (5) **That the site plan and its relation to access streets are such that both pedestrian and vehicular traffic to and from the use and the assembly of persons in connection therewith will not be hazardous or inconvenient to or**

incongruous with the surrounding area or conflict with the normal traffic of the Village in general and the immediately surrounding area in particular.

As noted in response to (a) 2 above, the Applicant is conducting traffic studies and will ensure that the flow of traffic is in no way impeded by the proposed project and intends to improve the flow from the current layout of the Premises.

- (6) **That appropriate landscaping, buffering and/or screening with an obligation to maintain and replace will be in place to reduce any impact of the proposed site plan in respect of noise, light or other potential nuisances and the location and height of buildings, the location, nature and height of walls and fences and the nature and extent of landscaping on the site are such that they will not hinder or discourage the appropriate development and use of adjacent land and buildings.**

See response to (a)(5) above.

- (7) **That the proposed site plan shall not result in overcrowding of land or overburdening of services, or public benefits including but not limited to parking, or the undue concentration of population.**

The proposed site plan will not result in overcrowding; although the proposed plan does increase the number of rooms on the site, this will not overburden public services or public benefits. The proposed development and upgrades will allow the site to continue to accommodate visitors to the area.

- (8) **That the proposed site plan is in compliance with the objectives of the current LWRP and will not have a negative impact on the working waterfront or water- dependent uses of the Village.**

Yes, the proposed site plan is in compliance with the objectives of the LWRP and will not have a negative impact on the waterfront, as it is not adjacent to it, nor will it affect other water-dependent uses within the Village.

c. STANDARDS FOR APPROVAL OF CONDITIONAL USES SPECIFIC TO HOTELS AND MOTELS

Pursuant to Village of Greenport Village Code §150-9 (B)(6), except to the extent expressly constituting a permitted use pursuant to Section 150-9(A)(9A(3)), motels and hotels are subject to the following conditions, and the Applicant responds to each condition in turn:

- (a) **No motel or hotel shall be located on a property or lot that is within 200 feet of any property line of any other property that also contains an establishment being operated as a motel or hotel.**

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There are no other hotels or motels within a 200-foot area of the subject Premises.

- (b) The occupancy of any room providing for accommodation or lodging in such motel or hotel shall be no greater than the lesser of (i) the number of persons permitted to occupy such room pursuant to the Uniform Code and (ii) four (4) individuals.**

All proposed rooms for the subject site plan are in compliance with these requirements.

- (c) The minimum size of rooms providing accommodation in any motel/hotel shall not be less than 200 square feet.**

None of the proposed rooms are smaller than 200 square feet.

- (d) No existing apartment dwelling units will be displaced by such motel or hotel.**

There are no existing apartment dwelling units on the subject property.

- (e) For motels or hotels located on Front or Main Streets, guest check-in, drop-off and loading areas shall be located to the side or rear of such hotel and not on any part that abuts Front Street or Main Street.**

See page 4 of architectural plans.

- (f) For buildings located on Front or Main Streets with a width greater than 50 feet, a minimum of 50% of the front facade of such building facing Front or Main Streets shall be set aside as a separate occupiable storefront.**

Applicant's use of the Premises is pre-existing. The hotel will continue to have a retail component.

- (g) The following facilities or uses related to such hotel or motel may not be located within 25 feet of any residentially zoned area:**

- a. Dumpster, trash and recycling facilities (which shall in any event be required to be enclosed);**

These facilities are more than 25 feet from the adjacent residential zone.

- b. Loading docks and maintenance facilities; or**

These facilities are more than 25 feet from the adjacent residential zone.

c. Outdoor pools, decks, patios or other similar outdoor areas provided for guest congregation.

These facilities are more than 25 feet from the adjacent residential zone.

(h) To the extent that any motel/hotel plans on including an outdoor patio, deck, lounging or other similar outdoor space for the use by guests, the hours during which such space shall be available for use by shall commence no earlier than 8 AM and end no later than 10 PM.

The Applicant will comply with these requirements.

(i) To the extent that any motel/hotel intends to provide entertainment (whether in the form of a disc jockey, live music or otherwise) from time to time, such motel/hotel shall have obtained an entertainment permit in accordance with Section 150-52.

The Applicant will comply with these requirements, if the situation arises.

(j) A traffic and safety impact analysis shall be required to be performed.

As indicated above, the Applicant is conducting a traffic and safety impact analysis and will submit accordingly.

Item 2: ADDITIONAL INFORMATION AS REQUIRED FOR INCLUSION IN COMMUNITY IMPACT REPORT

Per Village Code §150-2, the following potential impacts for the proposed application for the are as follows:

(1) the criteria applicable to conditional use and/or site plan approval as set forth in Sections 150- 30 or 150-31, as applicable;

See answers to Section 1 above.

(2) a detailed description of the proposed hours and days of operation of the applicable property; and businesses located thereon throughout the year and, a statement as to what benefits (if any) a proposed conditional use and/or site plan provides to the full-time year round residential community of the Village;

The hotel component of the property will be open to guests during the months of March through December, and accessible to guests at all times when operating. The restaurant component of the property is anticipated to be open year-round to the general public as well as hotel guests for breakfast, lunch, and dinner. The restaurant will serve as an amenity to the year-round residential community of the Village, and the renovated and upgraded hotel will (a) enhance the

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appearance of the Village, (b) preserve the unique community character that supports tourism, encourages entrepreneurial businesses and contributes to a higher quality of life for its residents,

(c) maintain and enhance the Village's visual quality, and (d) provide lodging opportunities in a professionally-managed property located outside of the waterfront district and historic core.

(3) an analysis of the number of persons that the business that is the subject of such application is likely to employ and the plan for attracting/recruiting and housing such employees;

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.

(4) an analysis of the potential impact of the proposed use of the relevant property on housing affordability (if any) in the Village;

There is no foreseeable impact of the proposed use in relation to housing affordability in the Village.

(5) an analysis of the fiscal impact of the proposed conditional use and/or applicable site plan on the Village, including on property values in the surrounding neighborhood and any immediately adjacent residential neighborhood, potential impacts on revenues from property taxation and other potential revenue effects on the Village;

Although the proposed use and site are adjacent to residential properties, the proposed use will increase the aesthetic character of the neighborhood by updating the existing hotel. By increasing the number of rooms available to guests and by making the hotel a more desirable establishment for guests to stay at, there will be positive effects on the business community in the Village generally, and an increase in the taxable value of the property.

(6) an analysis of the impact of the proposed use and/or site plan on public sewer facilities, public water facilities, noise, odors, lighting and dark skies and other environmental impacts in respect of the proposed location of such use as well as neighborhoods located within 500 feet of such proposed use;

The impact on the public sewer would be as follows:

The subject parcel is an existing two (2) story hotel that contains 34 rooms, 14 on the first floor and 20 on the second floor. The hotel is connected to an existing sewer district. There are 3 rooms that exceed the smaller (<400 sf) size category for a sanitary flow rate of 100

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gpd/room. These three (3) rooms will utilize the larger than 400 sf size category representing a flow rate of 150 gpd/room. Therefore the existing sanitary flow for the hotel is: 3 rooms x 150 gpd/room + 31 rooms x 100 gpd/room = 3,550 gpd of sanitary flow.

A proposed third floor for the hotel will add an additional 22 rooms in total (1 room on the second floor +21 rooms on the proposed third floor). The breakdown of room sizes in total is proposed to be 6 rooms above the 400 sf threshold and 50 rooms below 400 sf in size. The proposed sanitary flow is 6 rooms x 150 gpd/room + 50 rooms x 100 gpd/room = 5,900 gpd of sanitary flow. The proposed flow increases the hotel use flow by 2,350 gallons per day.

The site also has an existing restaurant that currently seats 45. The proposed restaurant capacity would be increased to 65 seats. The sanitary flow is therefore:
Existing: 45 seats x 30 gpd/seat = 1,350 gpd
Proposed: 65 seats x 30 gpd/seat = 1,950 gpd
This represents an increase of 600 gpd.

The total existing flow for the sewer district connection is: 3,550 gpd rooms + 1,350 gpd restaurant = 4,900 gpd total existing
The proposed flow that would be requested from the sanitary district is: 5,900 gpd rooms + 1,950 gpd restaurant = 7,850 gpd total proposed or an increase of 2,950 gpd.

It is anticipated that the sewer district has the additional capacity for this increase and the property will be seeking an approval for the proposed flow increase.

Water use for the building is anticipated to be like the sanitary and will be increasing with the proposed additions. The existing water use should closely match the sanitary flow at 4,900 gpd of domestic water. The proposed additions to the property anticipate a water use increase of 2,950 gpd to a total of 7,850 gpd.

There are no anticipated increases to noise or odor. The hotel is existing in the community and operates in a manner suitable for its surrounding neighbors. The proposed refuse disposal container is being modified to comply with the new Village Code, maintaining it outside of the residential district at the north end of the property and enclosing it with screening. This should meet the code and provide protection so as not to increase in odors or be offensive to the neighborhood.

Proposed lighting will comply with Village requirements.

(7) an analysis of the effect on the safety of pedestrian and vehicular traffic in the proposed location of such use and/or site plan and in the immediately surrounding neighborhood; and

As indicated above, the Applicant is conducting traffic and safety studies and will ensure that all emergency services have optimized access to the property.

(8) an analysis of the impact of such proposed use and/or site plan on public services such as police protection, fire protection, emergency services, waste disposal and street maintenance services.

As indicated above, the Applicant is conducting traffic and safety studies and will ensure that all emergency services have optimized access to the property.

Item 9: VARIANCES APPLICANT INTENDS TO SEEK

At this stage, the Applicant intends to seek variances under the following provisions of the Village Code to be confirmed by the Building Department via a Notice of Disapproval:

- Parking Count - § 150-(16)(A.)(1)
 - 81 Stalls Required
 - 28 provided on-site including 2 handicap
- Parking Stall Size – § 150-(16)(A.)(3)
 - 10' x 20' required
 - 9' x 20' – Existing condition
- Parking Location – § 150-(16)(A.)(8)&(9)
 - Not permitted on Residentially zoned lot
 - Provided on Lot 29, zoned R-2 – Existing Condition
- Parking Across from Residential – § 150-(16)(C.)(1)(2)
 - 20' Buffer Required
 - 5' Provided – Existing Condition
- Loading Berth – § 150-(16)(B.)(3)
 - Not permitted in front yard
 - Provided in front yard – Modified Existing Condition
- Loading Berth - § 150-(16)(B.)(1)(e)
 - One for each 25,000 SF of floor area
- Building Height, Number of Stories – § 150-(12)(B.)
 - 2 Stories or 35 feet required
 - 3 Stories Proposed, 29.33'
- Min Rear Yard (within 25' of a residence dist.) – § 150-(12)(B.)
 - 10' required
 - 7.7' Provided – Existing Condition
- Min Side Yard – § 150-(12)(B.)
 - None required, but 5' min if provided
 - 4.6' Provided – Existing Condition

The above noted variances are subject to change as Applicant continues to evaluate its approach to parking-related variances. A detailed narrative of the potential impacts of variances and proposed mitigation measures will be provided to the Zoning Board of Appeals as part of any

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future submission to that board.

Dated: Riverhead, New York
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Respectfully submitted,

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