



**PLANNING BOARD PRE-SUBMISSION REPORT
ATTACHMENT 'A'**

**Recommended Scope for Traffic Safety and Parking Analysis
Proposed Hotel and Restaurant Expansion
326 Front Street, Greenport, New York**

March 2024 -Page 1 of 3

In conjunction with the SEQR process, a Traffic Impact and Parking Assessment should be conducted to evaluate the potential transportation-related impacts that the project will have on the surrounding roadway system. The impact analysis should include, but not be limited to, a description of the proposed improvement, a discussion of the site's access and circulation, access to and availability of parking, the number of expected new visitors and employees expected to be generated by the project, an analysis of pedestrian safety and circulation, and an associated impact analysis. Mitigation measures of impacts should be identified. Any field data collection required by the scope shall be collected on both a peak weekday and peak weekend, during the height of tourist season.

A more detailed scope of work is outlined below.

1. A description of existing roadway features in the project area, including the number, direction and width of travel lanes, posted speed limits, parking regulations, signs and traffic control devices.
2. An estimate of the number of new vehicle trips that can be expected to be generated by the proposed project. The analysis should include information from the latest edition of the Institute of Transportation Engineers (ITE) report "Trip Generation", and / or data provided by the applicant based on similar land uses. Historical data from the existing hotel as to the modes of travel utilized by arriving/departing guests, peak arrival and departure times, and on-site parking lot utilization should be included if available.
3. The impact of the additional traffic on the adjacent roadways shall be evaluated. Intersection capacity analyses should be conducted at the site driveways and at the intersection of Front Street at 4th Street/4th Avenue to determine the impact of the sit generated traffic on operating conditions at these intersections.
4. An evaluation of the proposed operation and configuration of the curb cuts on Front Street and Fourth Street shall be included, especially in regards for the potential for this site design change to increase the amount of traffic that may instead choose the utilize the 4th Street site access. Additionally, the radius and width of site driveway as proposed on Sheet C-101 is substandard and would not in its current configuration support two-way traffic and/or vehicles with a larger turning radius.
5. A parking variance is required, and the additional guest rooms and public restaurant will generate increased parking demand that is expected to exceed the number of available on-site spaces. This demand would result in overflow to municipal lots or on-street parking. A



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March 2024 -Page 2 of 3

parking analysis should be conducted to determine the number of parking spaces that will be required to meet the demand generated by the proposed hotel and restaurant and the adequacy of available parking to meet the demand, including the following:

- a. Information from the latest edition of the ITE report Parking Generation and / or data from similar land uses or other sources should be utilized to determine demand;
 - b. An inventory of the available parking supply in municipal lots or permitted by Village on-street within a reasonable walking distance of the project that can be expected to be utilized by patrons should be conducted;
 - c. A parking occupancy study should be conducted to determine that sufficient parking will be available at those locations to accommodate anticipated peak demand. Time periods for the analysis should be determined by the applicant's engineer to ensure that peak demand hours are reflected in the study;
 - d. Measures to reduce parking demand that might be implemented by the applicant should be included in the study.
 - e.
6. The adequacy of likely pedestrian paths between the hotel and off-site parking areas identified above should be assessed. A safety analysis of these proposed routes shall be included and proposed improvements or additions identified. Pedestrian activity associated with nearby schools and places of worship should be included in the analysis.
 7. The relationship between the project and the public transportation system should be discussed, including the Hampton Jitney bus service, the LIRR, and for-hire car service (Uber, Lyft, etc).
 8. An analysis of current crash data for the most-recent three-year period available for the roadways and intersections in the immediate vicinity of the project and along the pedestrian route should be conducted, including pedestrian related crashes, and any patterns noted.
 9. Consideration of the cumulative impacts of passenger vehicle loading and unloading associated with check-in and check-out times, compared to proposed peak capacity analysis.
 10. The potential impact of the proposed hotel and restaurant expansion on emergency service vehicle operations in the area should be addressed. Emergency service providers should be consulted in this regard.



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March 2024 -Page 3 of 3

11. Analysis of the project's potential impact on operations of the ferry service to and from Shelter Island.
12. The ability of larger vehicles including buses and emergency vehicles to access the site should be analyzed using turning templates or AutoTurn software.
13. Construction related traffic and parking impacts should be qualitatively evaluated.
14. Accessibility for bicyclists should be discussed, along with any planned accommodations including bike racks/lockers for guests, restaurant patrons and employees.
15. The results of the study should be summarized in the report including any recommendations for mitigation or improvements.