

HAROLD GARY  
*Chairman*  
RAYMOND COTE  
*Vice-Chair*

**BOARD MEMBERS**

EMMA KOUNINE  
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**TOWN OF CARMEL  
PLANNING BOARD**



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 – Ext.190  
[www.carmelny.org](http://www.carmelny.org)

MICHAEL CARNAZZA  
*Director of Codes  
Enforcement*

RONALD J. GAINER, P.E.  
*Town Engineer*

PATRICK CLEARY,  
AICP, CEP, PP, LEED AP  
*Town Planner*

**PLANNING BOARD AGENDA**  
**JULY 10, 2013 - 7:00 P.M.**

**TAX MAP #   PUB. HEARING   MAP DATE   COMMENTS**

**RESOLUTION**

1. Quis, Michael – 1828 Route 6, Carmel	55.6-1-40&42	Re-Approval
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**SITE PLAN**

2. Hinckley Holding, LLC (Guideposts) 39 Seminary Hill Road, Carmel	55.10-1-1,3	6/28/13 Amended Site Plan
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**PUBLIC HEARING**

3. Manzo, John – 630 Barrett Hill Road	42.-1-21.1	7/10/13	Bond Return
4. Carmel Centre Senior Housing (Pulte Homes) Lots 3 & 5 – Terrace Drive, Carmel	55.14-1-11.1 55.14-1-11.3	5/22/13	1/29/13 Amended Site Plan (Open Public Hearing)

**MINUTES**

5. 5/22/2013

# SITE PLAN APPLICATION



PLANNING BOARD  
Town of Carmel - Town Hall  
Mahopac, NY 10541  
(845) 628-1500

The Complete Application shall consist of 11 Application Forms; 11 short EAF Form; 2 Disclosure Statements; 5 Site Plans & The Appropriate Fee

Date Submitted: 6/28/13 Fee Paid \$ 3,000.00 Tax Map # 55.10, Block 1, Lot 1

Applicant's Name, Address, Telephone # & Email Address: HINCKLEY HOLDINGS, LLC  
c/o COVINGTON MANAGEMENT, 322 ROUTE 22, CLOCKTOWER COMMONS  
BRIDGE PLAZA, N.Y. 10509 (845) 277 9545  
Owner's Name, Address, Telephone # \_\_\_\_\_

SAME AS ABOVE  
LADA, PC,

Firm Responsible for Preparation of Plan: BVH ENGINEERING, TECTON ARCHITECTS  
LADA, PC: 104 WEST ST. SIMSBURY CT, 06070 (860) 651-4971  
Firm's Address, Telephone # BVH: 50 GRIFFIN RD. SOUTH, BROOMFIELD, CT. (860) 236-9171  
TECTON: 1 HARTFORD SQ. WEST, HARTFORD, CT. (860) 249-9387

Name & Address of Project: 39 SEMINARY HILL ROAD  
39 SEMINARY HILL ROAD, CARMEL, NY.

Zoning District: C/BP Lot Size: 49.9 AC Existing use: OFFICE, WAREHOUSE,  
LIGHT IMPACT INDUSTRY, TRAINING

Number & Dimensions of Existing Buildings, if any:

(3) EXIST BUILDINGS: LARGEST 440' ± X 230' ±

Total Floor Area and Height of Existing Buildings, if any:

HOUSE: 2000 SF ±; SHED: 1500 SF ±; MAIN BLDG: 135,000 SF ±, 3 STORIES

Number of Existing Parking Spaces: 315 ± # Proposed: 170 ± ADDITIONAL

Percentage of Lot Covered by Buildings and Parking: EXISTING: 9%; PROPOSED NEW: 3%

Does Existing Use Comply with Zoning Requirements: YES

If Not, Describe Non-Conformities: \_\_\_\_\_

Deeds recorded in County Clerk's Office - Date \_\_\_\_\_ Liber \_\_\_\_\_ Page \_\_\_\_\_

Are there Liens, Mortgages or other Encumbrances on the Site? MORTGAGE

Are there any Easements relating to the Site? NO If yes, attach copies of same.

Is Public Sewer & Water Available YES

Does the Site Contain Wetlands, Steep Slopes or Other Environmental Constraints? YES, WETLANDS  
(Wetlands should be flagged in the field and on the map).

Is the site adjacent to NYC Watershed Lands? NO

Are any waivers of site plan regulations requested? NO If so, List: \_\_\_\_\_

Have you sent your application to the Fire Dept. Yes YES No \_\_\_\_\_

Applicant's Signature: AGENT: J. M. Doyle Date: 6.18.13

Owner's Signature: \_\_\_\_\_ Date: 6.18.13

Brief Description of Project: SEE ATTACHED



**TOWN OF CARMEL**  
**SITE PLAN**  
**COMPLETENESS**  
**CERTIFICATION FORM**  
**REQUIREMENTS**



All Site Plans submitted to the Planning Board for review shall include the following information and details, as set forth in Section 156-61 B of the Town of Carmel Zoning Ordinance.

This form shall be included with the site plan submission

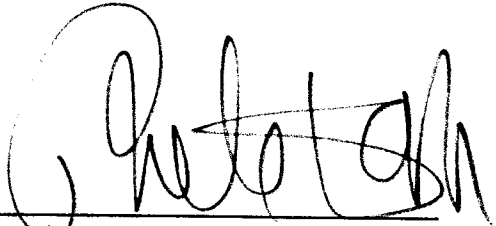
Requirement Data		To Be Completed by the Applicant	To Be Completed by the Town
1	Name and title of person preparing the site plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Name of the applicant and owner (if different from applicant)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Original drawing date, revision dates, scale and north arrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Tax map, block and lot number(s), zoning district	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	All existing property lines, name of owner of each property within a 500' radius of the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Contour lines at two-foot intervals, grades of all roads, driveways, sanitary and storm sewers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	The location of all water bodies, streams, watercourses, wetland areas, wooded areas, rights-of-way, streets, roads, highways, railroads, buildings, structures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	The location of all existing and proposed easements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	The location of all existing and proposed structures, their use, setback dimensions, floor plans, front, side and rear elevations, buildable area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	On site circulation systems, access, egress ways and service roads, emergency service access and traffic mitigation measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Sidewalks, paths and other means of pedestrian circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	On-site parking and loading spaces and travel aisles with dimensions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	The location, height and type of exterior lighting fixtures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Proposed signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	For non-residential uses, an estimate of the number of employees who will be using the site,	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	description of the operation, types of products sold, types of machinery and equipment used		
16	The location of clubhouses, swimming pools, open spaces, parks or other recreational areas, and identification of who is responsible for maintenance	<input type="checkbox"/> N/A	<input type="checkbox"/>
17	The location and design of buffer areas, screening or other landscaping, including grading and water management. A comprehensive landscaping plan in accordance with the Tree Conservation Law	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	The location of public and private utilities, maintenance responsibilities, trash and garbage areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	A list, certified by the Town Assessor, of all property owners within 500 feet of the site boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Any other information required by the Planning Board which is reasonably necessary to ascertain compliance with this chapter	<input type="checkbox"/>	<input type="checkbox"/>

\* if the provision of the data is not applicable, indicate N/A

Applicants Certification (to be completed by the licensed professional preparing the site plan:

I PHILIP DOYLE hereby certify that the site plan to which I have attached my seal and signature, meets all of the requirements of §156-61B of the Town of Carmel Zoning Ordinance:

  
Signature

6/14/13  
Date



Professionals Seal

Town Certification (to be completed by the Town)

I \_\_\_\_\_ hereby confirm that the site plan meets all of the requirements of §156-61B of the Town of Carmel Zoning Ordinance:

# LADA, P.C.

## Land Planners

Land Development Consulting, Landscape Architects, Planners, Civil Engineers, Site and Master Planning, Environmental Impact Statements, Erosion Control Specialists, Visual Assessment, and Recreation Design

June 20, 2013

Mr. Harold J. Gary  
Chairman, Town of Carmel  
Planning Board  
60 McAlpin Avenue  
Mahopac, NY 10541

Re: 39 Seminary Hill Road (N/F Guideposts)  
Amended Site Plan Approval of Existing Building for Paladin Group  
Re-approval of Independent Office Building

Dear Mr. Gary:

The application before you has two parts and is filed under one application form and one Long Form EAF.

### Part 1:

Following the Guideposts sale of the parcel to Hinckley Holding, LLC (the successor of Reliance Covington Property, LLC) in 2010, Guideposts company relocated from Carmel to Danbury. Immediately thereafter, Paladin Group leased the facility from the new owner and have been in occupancy since. Paladin Group is a specialist in developing training and strategy for both public and private sector "first responders". The existing 135,000 sf+ facility is used for warehouse, office, and training and has been viewed as a "light impact industry" to date in their occupancy. Paladin Group, through Hinckley Holding, LLC, seeks an amended site plan approval for the existing facilities on the property. Per the Zoning standards of the Town, a change of use requires approval of the Planning Board. No building or site modifications are sought with this application.

### Part 2:

On June 24, 2009, the Planning Board granted Final Site Plan Approval to the Guideposts Site Plan, Resolution #09-24. Since that time the national and regional economies have suffered with little commercial construction demand and the original applicant, Reliance Covington Partners, LLC sought site plan extensions since, they have the strong desire to lease and construct the 50,000 sf office building. Unfortunately, a needed filing for an extension was not submitted and the approval unintentionally lapsed. Since the Planning Board does not have the authority to grant retroactive extensions, the application must be resubmitted for a new approval. Reliance Covington Property, LLC, the initial applicant for Site Plan approval, has taken title to the land under the name of Hinckley Holding, LLC and requests the Planning Board approve the Site Plans for construction of a 50,000 sf office building. No changes are proposed to the previously approved building or site plans. The original 2009 application, the 2009 Negative Declaration, 2009 Site Plan Approval Resolution, the 2009 NYCDEP approval for stormwater discharge are attached. As

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(860) 651-4971 • (845) 278-7424 • Fax (860) 651-6153  
E-mail: ladapc@snet.net

noted in the accompanying narrative, please incorporate for reference, all of the supporting information presented in 2009.

Following this letter, you will find:

The Planning Board Application Form

Long Form EAF

List of Property Owners within 500'

Project Narrative

2013 Letter Regarding Traffic Impact Difference Between 2009 and 2013

Schematic Building Use Areas for Paladin

2009 Site Plan Application for a new 50,000 sf building

2009 Approvals for a new building

We appreciate this matter being placed on an agenda at your earliest convenience.

Thank you very much for your attention.

Sincerely,

Philip E. Doyle  
Agent for Applicant

c: Harold Lepler  
Larry Nadel  
TJ McDermott  
Tom St. Denis  
Ted Cutler  
Mike Galante

June 15,2013

## Statement of Use / Project Narrative

The 49.9 acre property known as 39 Seminary Hill Road has been occupied for institutional and /or commercial purposes for over one hundred years. The site was initially used as a seminary and was later purchased by Guideposts and further developed as their headquarters, printing and warehouse and distribution facility. Guideposts also ran their data center and educational functions from the site. At one point in time, over 400 people were employed on the property within the 135,000 sf + building complex.

In June of 2009 the Town of Carmel, N.Y. granted SEQRA and Site Plan approvals for the construction of a new 50,000 sf office building on the property which is zoned C/BP. The site plan stormwater discharge was also approved by outside agencies such as the NYCDEP.

The Guideposts business vacated the property in the 2010 time period and relocated in Connecticut. Immediately thereafter, the existing building complex was occupied by Paladin Group, a "First Responder" management company which develops strategies and methodologies for public agency emergency response and private business emergency response. The firm has offices, training facilities, warehouse areas, and a future data center within the renovated structure. Similar to Guideposts, the use should be classified as a "light impact industry", a term used in the parking section of the Town Zoning code but not further defined. At full employment Paladin anticipates employing 50 people on the site. Paladin's business model anticipate up to 150 additional people on the property for training or for cooperative ventures with partners. These figures are similar to the most recent occupancy of the property by Guideposts in 2009 and 2010 when 140 to 170 people were employed on the site.

The applicant, the property owner, seeks Amended Site Plan Approval to formally recognize the Paladin Group building occupancy, as the company plans for full occupancy of the existing structure, and the renovations which will naturally result requiring building permits. Paladin Group organizes activities primarily within the existing structure. On occasion, an exterior training event may occur on the property, behind the building. On very rare occasion, the Department of Defense or

the State Police may desire to run a training exercise on the site. When such training happens, the Town Building Department, Supervisor's Office, Police and Fire Departments are notified well in advance; in the future, this public agency notice will continue as these events occur.

The applicant proposes **no physical site or property modifications** to any previously approved plans. No physical changes to the property are proposed for any portion of the application. Notes have been added to the site plans indicating portions of the lawn and parking, near the existing soccer field, may be occasionally used for training activities and for the use by helicopters in emergency situations and the training for those events. The site data has been updated in regard to the Paladin use and the plans have all been redated and sealed by the respective professionals.

The Paladin Group, which occupies the existing facility is a company which focuses upon the needs of public and private first responders. The existing building is now used, and will continue to be used, for office space, programmatic space for partners, training space, data center, warehousing. Some of the space will serve double purposes when, for example, training areas may be used for warehousing during a crisis. The existing building has three floors, each floor of a different size. Attached, find 11 X 17 schematic diagrams indicating the anticipated use of the space.

The site as it exists meets the present and future Paladin Group needs. The property is connected to public water service for potable and fire protection, this will not change. Depending upon the ultimate utilization of interior space, fire exits and fire protection methods may need adjustment. These changes will be subject to Town Building Department review and approval. The site is also connected to the Town sanitary sewer system. At one point during full employment of Guideposts Industries, the sewer flows from the site were likely in the range of 13,500 gallons per day, based on present anticipated code flows of .1 gallon per foot for commercial space. Paladin Group will occupy the space with less employees and clients than the prior occupancy. We expect sewer flows to be substantially less than the prior use. Trash and recycling will continue. Trash containers are located in the service area to the rear of the building.

The site has driveway access on Route 6 and two driveways on Seminary Hill Road.



All driveways will remain as will the parking areas and drives on the property. The proposed 50,000 sf new office building will continue to have access to the internal driveways. With Paladin's occupancy of the existing building, the existing driveway connection to Route 6 has been cleaned and is now the primary site access for Paladin Group. The construction of the bicycle path immediately north of the driveway, with the new bicycle overpass, has greatly improved sight lines at the Paladin driveway on Route 6.

The traffic report submitted during the approval process for the 50,000 sf office use anticipated the continued use of the existing building as well as the use of the new building. The Paladin use of the existing building will be similar to the recent Guideposts use of the facility. Historically, Guideposts once had a significant level of employment on the property, we are told over 400 employees. Guideposts printed and distributed their magazines and books from this site. A letter summarizing traffic impacts will be submitted separately, prepared by F.P. Clark Associates.

Existing parking for the Paladin use appears to be sufficient and for approval purposes, can be considered from three vantage points.

First: the Town zoning code could consider the present use as a "light impact industry" and require parking be provided at a rate of one space per 500 sf. A 135,000 sf building would require 270 spaces. The site now has 315+/- spaces developed for the former use also, a light impact industry.

Second: the specific task areas of the Paladin Group use within the building could be portioned out and a parking analysis developed where zoning requirements would apply. For example, office parking requirements would apply to office area, warehouse space requirement would apply a warehouse area, a light impact industry count would apply to training areas, a commercial requirement would apply to a data center, a retail requirement would apply to retail space, etc. Such a use specific breakdown of space will yield a parking need of 207 spaces, see attached table and schematic floor plans.

Third: the actual occupancy of the site could be considered as a validation of parking need. Paladin expects fifty employees and one hundred and fifty partner and/or clients on the property at any one time; a total of two hundred people; the site

has 315 +/- parking spaces.

In summary, the property owner and tenant believe more than adequate parking p exists on the site to meet the needs of the tenant. No paving changes are therefor proposed.

Should a natural or man-made emergency or disaster occur, the various partner groups will occupy the site along with Paladin while responding to the event. For example, the site may be temporarily occupied by the Defense Department, State of New York, utility companies, etc. For the period of the emergency and response, the site will be used as a region wide emergency response center. The site will be staffed 24 hours per day.

The application before the Planning Board has a second part; a re-approval of the site plan, granted in 2009, for the new 50,000 sf office building is sought. Unfortunately, the site plan approval has lapsed and the Town does not have the power to extend the approval without a new application. The property owner has full intent to market and construct the structure for office purposes. Attached with this application are the: 2009 Town SEQRA resolution, the 2009 Town Site plan Approval resolution, the 2009 NYCDEP stormwater resolution of approval ( still valid), as well as the 2009 site plan initial application. The approved long form EAF and all supporting documentation, used for the 2009 SEQRA and site plan process, should be incorporated into the application by reference. No changes are proposed to the plans for the site and the building.

# Existing Building Use Data / Paladin

Total Building: 135,000 sf +/-

## First Floor:

Warehouse: 32,600 sf +/-

Data Center: 3,600 sf +/-

Training: 28,200 sf +/- (Light Impact Industry)

Retail: 2,000 sf +/-

Subtotal: 66,400 sf +/-

Lobbies, corridors, stairs, janitorial areas, heating and cooling, restrooms:  
15,600 sf +/-

Total: 82,000 sf +/-

## Second Floor:

Offices: 9,000 sf +/-

Training: 22,888 sf +/-

Subtotal: 31,800 sf +/-

Lobbies, corridors, stairs, janitorial areas, heating and cooling, restrooms:  
11,200 sf +/-

Total: 43,000 sf +/-

## Third Floor:

Cafeteria: 4,400 sf +/-

Training: 2,600 sf +/-

Subtotal: 7,000 sf +/-

Corridors, stairs, restrooms:  
3,000 sf +/-

Total: 10,000 sf +/-

Total Building Gross: 135,000 sf +/-

Total Building Useable: 105,200 sf +/- (79% +/- efficient)

## Existing Building Parking Projections:

1. Entire Building Classified as Light Impact Industry:

135,000 sf+/- divided by 500 sf per parking space = 270 parking spaces

2. Building subdivided into use categories:

Office and Data Center are combined as Office requiring 5 spaces per 1,000 sf;  $12.6 \div 5 = 63$  spaces

Training and internal retail for clients are combined as light impact industry requiring 2 spaces per 1,000 sf;  $55.6 \div 2 = 111.2$

Warehouse requires 1 space per 1,000 sf;  $32.6 \times 1 = 32.6$

Total: 206.8 parking spaces

3. Client Need: 50 employees

150 client partners or customers

Total: 200 parking spaces

315 +/- parking spaces exist on the site, exceeds possible parking projections



**FREDERICK P. CLARK ASSOCIATES, INC.**

PLANNING, TRANSPORTATION, ENVIRONMENT AND DEVELOPMENT  
RYE, NEW YORK FAIRFIELD, CONNECTICUT

**DAVID H. STOLMAN**  
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**UPDATED**

June 25, 2013

Mr. Harold Lepler  
Hinckley Holding, LLC  
c/o Covington Management  
322 Clock Tower Commons  
Brewster, New York 10509

Subject **I, Amended Site Plan Approval Paladin Group, Use of Existing Buildings – II, Re-approval of Speculative 50,000 S.F. Office Building**

Dear Mr. Lepler:

We prepared a detailed Traffic Access and Impact Study for the redevelopment and expansion of the Guideposts site, dated April 20, 2009. This Traffic Study was based on maintaining the 135,000 square-foot building, although renovated, to accommodate approximately 140 employees. The former use of the buildings included general office, light manufacturing and warehousing.

This analysis was completed with the access drive to U.S. Route 6 both open and closed to represent alternate access alternatives. Results of the analyses indicated that area roads could accommodate 140 employees on area roadways during the typical commuter peak hours.

The current proposal is to reapprove the Site Plan for the current use of the subject property, which is occupied by the Paladin Group, a First Responder Management Company, which develops strategies and methodologies for public agency emergency responses, as well as private business emergency responses. This Firm provides similar activities as the Guideposts use of the subject property. Currently, the full employment of the current user of the building is for approximately 50 people. However, the business model anticipated will be up to 150 additional people on the subject property. These employment estimates are similar to the previously

**FREDERICK P. CLARK ASSOCIATES, INC.**

PLANNING, TRANSPORTATION, ENVIRONMENT AND DEVELOPMENT  
RYE, NEW YORK FAIRFIELD, CONNECTICUT

Mr. Harold Lepler

Page 2

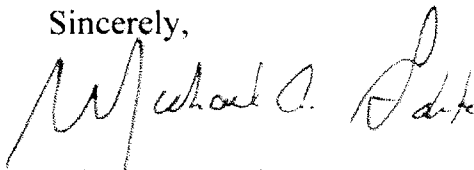
June 25, 2013

approved use of the subject property and the basis for the 2009 Traffic Study. It is also important to note that the current use of the subject property is not be a typical 9:00 A.M. to 5:00 P.M. work program and; therefore, traffic generation may not impact or peak during the typical commuter peak hours. This would result in mitigating any potential impacts to area roads by generating traffic during off peak time periods.

Based on the comparison of the previous uses and the Traffic Studies prepared by Frederick P. Clark Associates, Inc. and the current proposal to reapprove the Site Plan, with a similar level of employment activity and types of land uses that the previous Study continues to be valid to represent potential impacts to area roads. Further, the current use of the subject property maintains and utilizes on a regular basis the main access drive to the site from U.S. Route 6. Use of this driveway to U.S. Route 6 minimizes impacts to the adjacent local roads to the immediate west and north of the subject property.

We trust this information will assist the Town in its review of this Application and accept the previously completed Traffic Report to represent current conditions.

Sincerely,



Michael A. Galante  
Executive Vice President

cc: Philip E. Doyle