



ENGINEERING SUCCESS TOGETHER

## MEMORANDUM

Date: February 12, 2021  
To: Ms. Katie DeLuca, Planning Director  
From: Kaethe V Podgorski, PE, PTOE  
Subject: Foundation House  
124 Old Mill Rd., Greenwich, CT

BETA Project #: 4972

BETA Group, Inc. (BETA) has reviewed the updated materials provided for the proposed final site plan and special permit applications for the proposed conference/event center complex at 124 Old Mill Rd. The following documents have been reviewed for traffic operational, circulation, and safety considerations:

- Traffic Letter Report; The Chazen Companies; February 5, 2021
- Responses to Comments Letter; Adler Consulting/The Chazen Companies; December 14, 2020
- Responses to Comments Letter; Rocco V. D'Andrea, Inc.; December 15, 2020

Note that updated Civil Site plans have not yet been received to review the revisions discussed below. Following are the string of BETA's original comments and Applicant responses for which additional commentary has been provided (shown as underlined):

**Comment #1 (12/10/20 BETA Memo):** *In addition to the parking field spaces, please show and quantify all of the other parking spaces on site (behind the mansion, etc.), including all of the accessible spaces. Also indicate the location of the proposed valet waiting area(s).*

**Response (12/14/20 Adler/Chazen Letter):** All the parking spaces on the Site and the proposed valet station will be incorporated in the Site Plan by the Site Civil Engineer.

**Additional BETA Comment:** Noted, although a revised civil site plan has not been received to review.

**Comment #3 (12/10/20 BETA Memo):** *To better accommodate more frequently occurring events and allow for better accessibility, maintenance, soil/surface preservation, and organized use, it may be preferable to improve a portion of the proposed parking field in order to provide appropriate grading, drainage, striping, and pedestrian accommodations.*

**Response (12/14/20 Adler/Chazen Letter):** A durable base will be provided and maintained for the parking fields. Grading, drainage striping, and pedestrian accommodation are incorporated in the Site Plan by the Site Civil Engineer.

**Response (12/15/20 Rocco V. D'Andrea Letter):** Due to the size of the property, the owner employs a full-time grounds crew for maintenance who will monitor the effect of frequent parking on the designated turf parking areas.

During scheduled events at the property, the owner will have staff to guide the guests to the designated parking areas and handicapped drop off areas which will be marked by traffic cones.

If any of the grass parking areas show signs of deterioration, the owner has agreed to consider installing a system such as GrassPave to support the parking in high traffic areas.

Please note that during preparation of the fields for periodic parking, heavy equipment was used. In areas where unsuitable base was encountered, the owner directed the contractor to remove it and replace it with suitable well-graded material.

It has been the intent of the owner to develop the property for the proposed use as a low-impact site by reclaiming some of the original fields and repurposing them for infrequent parking. Parking on grass fields is not unique. We can cite the polo fields on North Street and overflow parking at country clubs during special events.

**Additional BETA Comment:** It seems that the grass parking area will be used for all activities and weather conditions year-round on the site, not just infrequent or special events.

**Comment #3 (12/10/20 BETA Memo):** *Provide accessible routes on site between the buildings and parking areas.*

**Response (12/14/20 Adler/Chazen Letter):** The events are independent at each building and there is no planned access between buildings. The pedestrian access route from the parking to building will be shown on the Site Plan.

**Additional BETA Comment:** A revised civil site plan has not been received to review. However, based on the previous Civil Site plan, accommodations for pedestrians and accessibility in and around the main areas of the site should be given more consideration.

**Comment #4 (12/10/20 BETA Memo):** *Clarify what types of trucks are expected to access the site and how they will circulate. Where will deliveries be made? Will trucks need to park on site during events?*

**Response (12/14/20 Adler/Chazen Letter):** As noted in the Parking Needs Letter Report, The Glass Barn will host the large event with catering for 250 guests. It should be noted that the Glass Barn consists of warming kitchens, but cooking is not planned. The food will be catered to the Site and it is just warmed in the Kitchen. Trucks, similar to a Single-Unit truck (SU-30) will be used for delivery. The delivery area is located south of the Glass Barn where there is space to park two SU-30 trucks. The truck circulation and location of the delivery are shown on the Site Plan.

**Additional BETA Comment:** Noted, although a revised civil site plan has not been received to review.

**Comment #5 (12/10/20 BETA Memo):** *According to the Town Code, aisles for providing for general two-way circulation shall be at least 20 feet in width.*

**Response (12/14/20 Adler/Chazen Letter):** Our Client proposes minimum disruption for the implementation of the Foundation House. It should also be noted that this is not a regular commercial use. This facility will be an inspiring place for the community to provide a safe place for robust convenings, workshops, lectures and events. The internal roadway is treated as driveways. No parking is allowed on the internal roadway and will be widened to a maximum 18 feet to save the vegetation. A waiver will be requested to reduce the roadway width requirement to 18 feet from the required 20-feet as per the Town Code.

**Additional BETA Comment:** Although all Levels of Service shown in the Traffic Impact Letter are shown as "b" or better for all peak hours and movements, it could still be expected that some delays could occur during large events or overlapping smaller events at the site access driveway. This would be due to the arrival and departure of trips clustering more closely around start and end times for events instead of being spread out over a peak hour (corresponding to a lower peak hour factor for those site access movements). This is another consideration for determining an

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appropriate driveway width, since during some of these peak generator hours, the driveway will need to accommodate two-way traffic along with the possibility of delivery trucks providing services for the events.

CC: Patrick LaRow, Town of Greenwich  
James Michel, Town of Greenwich  
Scott Marucci, Town of Greenwich  
Bianca Dygert, Town of Greenwich

