



Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520.2501

Request for Proposals (RFP) for the Development of a Village-owned parcel at Croton Point Avenue and Veterans Plaza



Source: Google Earth (property boundary shown is approximate – refer to detailed property survey attached)

Deadline for Submissions

Noon on November 1, 2023

DEVELOPMENT OBJECTIVES

The Village of Croton-on-Hudson (the “Village”) seeks proposals for developing an approximately 53,370-square-foot (sf) (1.225-acre) Village-owned property located just north of the intersection of Croton Point Avenue and Veterans Plaza (the “Site” – tax parcel 79.17-1-5¹). Commonly referred to as “Village Parking Lot A” or the “North Lot” in reference to its current operation by the Village as a parking lot for the Metro North Railroad (MNR) Croton-Harmon station, the Site is located within the Light Industrial (LI) zoning district. In November 2022, new zoning amendments and development objectives were adopted for the LI zoning district that included special provisions for the Site and other adjacent properties. The Village expects the selected proposal to achieve the following development objectives:

- Activation of an underutilized parcel within close proximity to public transit with residential or mixed-use land uses (including affordable housing) appropriate for the surrounding area.
- Compliance with the specific development guidelines for the Site that were formally adopted as part of a recent zoning text amendment affecting a portion of the LI zoning district.
- Fulfillment of long-standing community desires for transit-oriented-development (TOD) on Village lands adjacent to the Croton-Harmon MNR station. Permitting a higher floor area ratio (FAR), while also lowering parking requirements due to the proximity of mass transit options, are fundamental goals of a TOD concept. The recent zoning changes affecting the Site and certain adjacent parcels are consistent with the Village’s 2017 Comprehensive Plan (specifically page 112, Goal B).
- Contribution of property tax revenues to further diversify the Village’s fiscal base and relieve tax burden on residential property owners.
- Assist in meeting the needs of Croton for public amenities by providing outdoor greenspace and an attached or separate indoor facility for community and recreational use by all Croton residents.

ABOUT THE VILLAGE OF CROTON-ON-HUDSON

Croton-on-Hudson is a community of 8,320 (2020) persons located within the Town of Cortlandt in Westchester County. Situated 35 miles north of New York City, the Village is supported by strong regional transportation connections including Route 9 as well as a Metro North/Amtrak rail station with an approximate 45-minute connection to Grand Central Station. Commercial uses are concentrated in Croton-on-Hudson’s historic downtown in the Upper Village as well as a few other commercial areas along Route 9 including the Municipal Place and Harmon/South Riverside Gateway areas. Croton-on-Hudson is largely residential in character with single-family homes defining much of Croton-on-Hudson’s 4.7 square miles of land area.

¹ There is a much larger Village-owned MNR parking lot to the south of Croton Point Avenue, east and west of Veterans Plaza (commonly referred to as the “South Lot”) that is currently part of the same tax parcel as the Site. The Village has assigned a new tax parcel number (79.17-1-5.1) to the portion of tax parcel 79.17-1-5 that contains the South Lot, in order to exclude the South Lot from the provisions of this RFP.

PROPERTY LOCATION AND LAND USE CONTEXT

The approximately 1.225-acre Site is located within the Village's LI zoning district, just north of the signalized intersection of Croton Point Avenue and Veterans Plaza. The Site is generally bounded by Croton Point Avenue to the south (with commercial and additional MNR parking uses beyond), a two-story commercial building to the east (with the Route 9/Croton Point Avenue interchange and Route 9 right-of-way beyond), and the MNR right-of-way/railyard and related industrial uses to the west and north. There are two tax parcels immediately east of the Site (79.17-1-3 and 79.17-1-4) located between the Site and the Route 9 right-of-way. The privately-owned tax parcel 79.17-1-4 has frontage along Croton Point Avenue and contains portions of a two-story commercial building occupied by a law office and other tenants. Tax parcel 79.17-1-3, which contains a portion of the two-story commercial building as well as an area used for parking, is located to the rear of 79.17-1-4 and is owned by the Village. The owner of tax parcel 79.17-1-4 has a long-term land lease with the Village for tax parcel 79.17-1-3.

Although the area immediately surrounding the Site is zoned LI and most of the Site is surrounded by commercial, industrial, and transportation/parking uses, the Site is within walking distance (via Croton Point Avenue) to the Harmon/South Riverside Gateway (HSRG) area. The HSRG contains various commercial establishments (retail, restaurants, etc.) along the portion of South Riverside Avenue west of Croton Point Avenue. In addition, the portion of South Riverside Avenue east of Croton Point Avenue includes a shopping center with a supermarket (Shop Rite), other stores (including a gym, laundromat, and fast casual dining options) and medical offices. A pedestrian and bicycle path exists on the west side of Route 9 and extends from Croton Point Avenue over the Croton River to Ossining.

Refer to **Attachment A** for the following maps:

Figure 1 – Location Map/Aerial Photo

Figure 2 - Zoning Map

Figure 3 – Land Use Map

Figure 4 – Recent Site Boundary Survey (AutoCAD file of survey is available)

Figure 5 – Existing Site Photographs

Figure 6 – Topographic Conditions

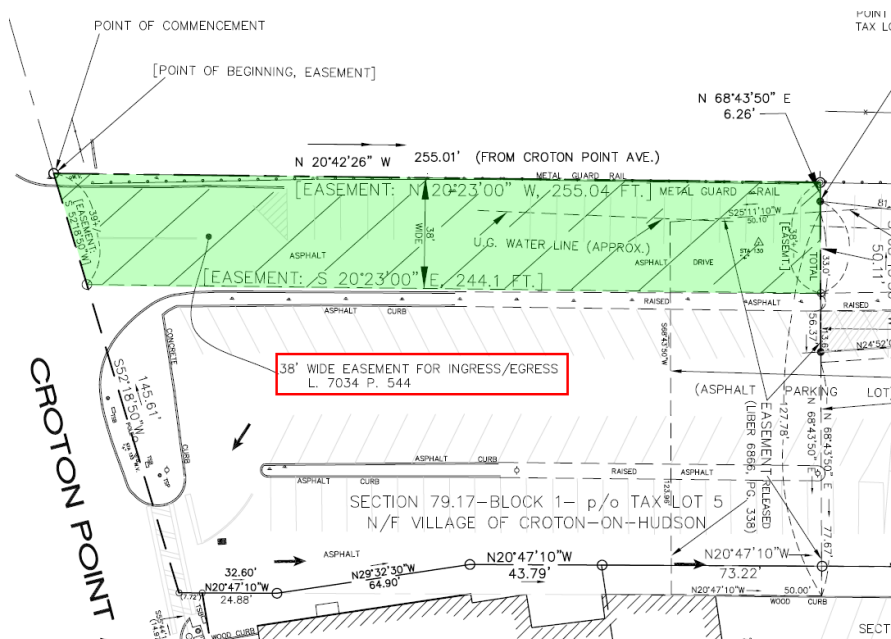
SITE DESCRIPTION

The Site is irregularly shaped and comprised of approximately 1.225-acres (53,370 s/f), oriented roughly north-south (see Figure 1). Presently used as a parking lot, the Site is generally flat, with an elevation ranging from 36 to 40 feet above sea level (see Figure 6). The Site is accessed by way of a signalized intersection at Croton Point Avenue and Veterans Plaza (see Figure 5b), with Croton Point Avenue generally forming the southern boundary of the Site. There are a variety of easements encumbering the Site, as discussed further below.

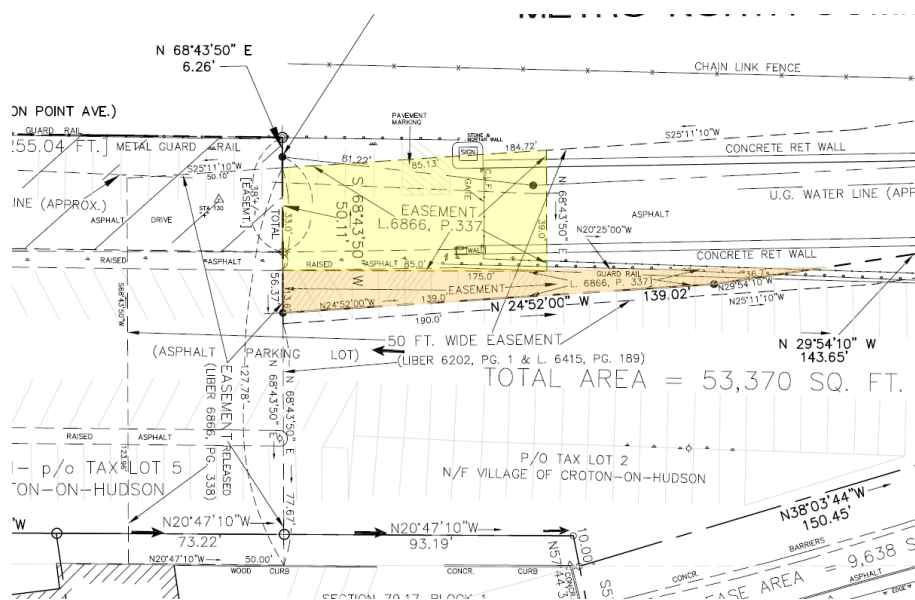
The easement area shaded below in green is a 38-foot-wide right-of-way (ROW) easement encumbering the Site for the benefit of MTA/MNR. This easement area provides access to the MTA/MNR property to the north with the address of 1A Croton Point Avenue (tax lots 78.16-2-1 and 2). This easement is described in L7034 P544 and other prior documents (see **Attachment A, Figure 4** and **Attachment B**). This easement area can be used in FAR calculations. However,

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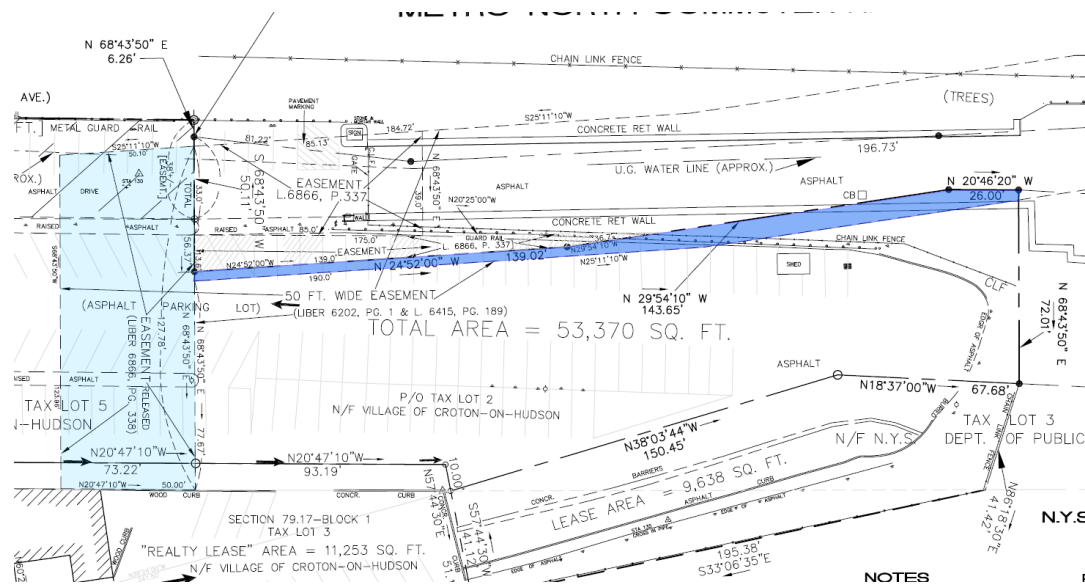
no buildings or other site improvements that would hinder the use of the easement area for ingress and egress to the MTA/MNR property are permitted.



The easement areas shaded below in yellow and orange are ROW easements encumbering the MTA/MNR property for the benefit of the Village. These easement areas provide access over portions of the MTA/MNR property to the north with the address of 1A Croton Point Avenue (tax lots 78.16-2-1 and 2). These easements are described in L6866 P337 (see **Attachment A, Figure 4** and **Attachment B**). These easement areas are not on Village property and therefore cannot be used in FAR or other calculations.



The easement areas shaded below in light blue and dark blue are part of an older ROW easement to benefit the MTA/MNR property to the north with the address of 1A Croton Point Avenue (tax lots 78.16-2-1 and 2). The light blue portion of the ROW easement was released to the Village in L6866 P336 (see **Attachment B**), due to it being replaced by the 38-foot-wide ROW easement indicated above. The darker blue easement area remains active and encumbers a portion of the Site as a ROW easement to access the MTA/MNR property to the north with the address of 1A Croton Point Avenue (tax lots 78.16-2-1 and 2). This older ROW easement is described in L6202 P1 (see **Attachment A, Figure 4** and **Attachment B**). The portion of the light blue easement area outside of the 38-foot-wide ingress and egress easement area noted above may be proposed for buildings and other site improvements. No buildings or other site improvements that would hinder the use of the dark blue easement area for ingress and egress to the MTA/MNR property are permitted.



SERVICES AVAILABLE

The following utility and other services are available at the Site:

- Curb cut from the Village (Croton Point Avenue is a Village street).
- Water service from the Village (some distribution system improvements may be required for fire flows).
- Sanitary sewer service: A Westchester County sanitary sewer gravity main is located on South Riverside Avenue. Westchester County also has an 8-inch sanitary sewer force main on Croton Point Avenue.
- Storm drainage: Village storm drainage system is available on Croton Point Ave. This system connects to the New York State Department of Transportation (NYSDOT) storm drainage system which discharges into Croton Bay.
- Electric and gas service from Con Edison.

- Cable TV, telephone and data service from Cablevision.
- Telephone and data service from Verizon.
- Solid waste and recycling pick-up by the Village.

PREVIOUS PLANNING FRAMEWORK

The Village has identified the Site as a well-suited opportunity for TOD given its proximity to the MNR station and the South Riverside Avenue commercial corridor. In November 2022, the Village formally adopted Local Law No. 14 of 2022 to amend the provisions of the Zoning Code to allow for transit-oriented mixed-use and multifamily residential buildings in a specific portion of the LI zoning district including the Site (now shown on the Village's Zoning Map as the TOD/LI overlay). Local Law No. 14 of 2022 was considered simultaneously with Local Law No. 13 of 2022, which amended provisions of the Zoning Code to expand the area of, and modify the zoning regulations for and related to, the Harmon/South Riverside Gateway Area located generally to the northeast of the Site. Prior to the adoption of both Local Laws, the Village retained the planning firm AKRF, Inc. (AKRF) to conduct a theoretical buildout analysis for all of the tax parcels (including the Site) to be affected by both Local Laws, pursuant to the FAR, height, and other development requirements under consideration at that time. AKRF also completed a Full Environmental Assessment Form (FEAF) with supplemental studies to satisfy the requirements of the State Environmental Quality Review Act (SEQRA) specifically for the rezoning. As noted below, the selected respondent to this RFP will be required to conduct a new site/project-specific environmental review pursuant to SEQRA.

The Site was identified as "Parcel 50" in the buildout and SEQRA analyses completed by AKRF for the rezoning. Based on the maximum theoretical buildout scenario for the Site (assumed at the time to total approximately 52,820 sf in area) AKRF conservatively assumed that a 5-story, 1.2 FAR transit-oriented multifamily residential development on the Site (no commercial space) could accommodate approximately 63 residential units and approximately 63 off-street parking spaces (approximately 62.7 percent utilization of the Site's total assumed area). Using the same conservative assumptions, AKRF projected that a 5-story, 1.2 FAR transit-oriented mixed-use development on the Site (multifamily residential above commercial) could accommodate approximate 51 residential units, approximately 12,677 square feet of ground floor commercial space, approximately 51 off-street residential parking spaces, and approximately 32 off-street commercial parking spaces (approximately 75.07 percent utilization of the Site's total assumed area).

It is important to note that development limitations related to the Site's easements (as described above) were not factored into the buildout analysis.

The adoption of Local Law No. 14 of 2022 allows the Site the option to be developed (via special permit) with either new multifamily residential buildings or new mixed-use buildings containing multifamily residential uses above a ground floor commercial use, at a maximum FAR of 1.2 and maximum height of up to 5-stories. A special permit approval process would subject the Site's development proposal to a new site- and project-specific environmental review under SEQRA in connection with discretionary land use approvals and public hearings through the Village Board of Trustees, Village Planning Board, Village Waterfront Advisory Committee, and other involved agencies.

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DEVELOPMENT REQUIREMENTS

Local Law No. 14 of 2022 included specific guidelines for the redevelopment of the Site, and the Village Board of Trustees has established additional guidelines for the Site as part of this RFP. The development requirements are summarized in the table below. Although the theoretical maximum buildout analysis completed by AKRF in connection with the zoning text changes yielded a maximum of 51 to 63 residential units for the Site, several conservative assumptions were involved in that analysis and the Village welcomes a range of multifamily or mixed-use TOD concepts for the Site so long as they adhere to the Village's Zoning Code and the development requirements listed below.

Development Requirements for the Site as Adopted by Village of Croton-on-Hudson	
Permitted Land Uses	The Site retains its designation as a LI district that allows for transit-oriented multifamily residential or mixed-use (multifamily residential above ground floor commercial) buildings by special permit issued by the Village Board of Trustees (refer to Section 230-18.C(9) of the Village Code).
Access and Circulation	The Site is accessible by an existing curb cut at the signalized intersection of Croton Point Avenue and Veterans Plaza, which must be retained in a manner such that the entrance and exit is controlled by the existing traffic light.
Maximum Floor Area Ratio	Total built area may not exceed a FAR of 1.20. Other than the FAR requirement, there are no other restrictions on the maximum footprint of buildings or tenanted space.
Maximum Height	Buildings may not exceed 5 stories in height.
Affordable Housing	A minimum of 20 percent of the residential units proposed must be reserved as affordable housing. The Village is looking for a mix of income requirements for the affordable units; an example of a breakdown could be 40% of units at 30% AMI, 40% of units at 60% AMI and 20% of units at 80% AMI. Other requirements of Section 230-48 of the Village Code must also be met.
Bedrooms	Studio, 1- and 2-bedroom units only.
Off-Street Parking (Residential)	1 off-street parking space per residential unit. The Board of Trustees shall have the discretion to require additional parking for residential units.
Off-Street Parking (Commercial)	1 off-street parking space per 400 square feet of commercial floor area.
Setbacks	Setbacks for transit-oriented mixed-use or multi-family residential use shall be determined by the Board of Trustees as part of the Special Permit review based upon the best layout for the Site.
Design Guidelines	Any new development must adhere to building, sidewalk, signage, landscaping, and lighting guidelines as provided within the Zoning Code.
Amenities	Public benefits and amenities should be part of any new development, including outdoor greenspace and an attached or separate indoor facility for community and recreational use by all Croton residents.
Sustainability	Use of sustainable energy sources (EV charging stations, solar panels, etc.). The Village has adopted the NYStretch Energy Code-2020.
Noise Attenuation	Use of noise-attenuating construction materials to address rail noise from the nearby MNR station.
Other	Use of a project labor agreement with the Building & Construction Trades Council of Westchester and Putnam Counties.
Sources: Village Zoning Code; Village Board of Trustees; Lot A RFP Task Force recommendations	

MARKET AND DEMOGRAPHIC TRENDS

Based on an assessment of American Community Survey (ACS) 5-Year Estimate census data from 2013 to 2021, the following demographic and housing trends were identified for the Village:

- Between 2013 and 2021, the total population of Croton-on-Hudson has grown from 8,113 to 8,289 persons (2.2 percent), despite seeing a temporary decline in 2019.
- Overall, median income levels have increased for all types of Croton-on-Hudson households between 2017 and 2021.
- Roughly a quarter of the Village's population (26 percent) is aged between 35 and 54, with the median age being 45.
- One out of five persons in Croton-on-Hudson identify as being a racial or ethnic minority.
- The vast majority (80 percent) of the Village's 2,938 housing units consists of single-family homes, including both attached and detached houses.
- Croton-on-Hudson has a housing vacancy rate of approximately 5.0 percent. In 2021, the rental vacancy rate was zero percent.
- The overwhelming majority (79 percent) of the occupied housing units in Croton-on-Hudson are owner-occupied. Since 2017, the number of rentals has decreased by approximately 25 percent, from 842 in 2017 to 629 in 2021.
- Between 2017 and 2021, the median value of homes in Croton-on-Hudson increased from \$561K to \$606K.
- The median rent in 2021 for Croton-on-Hudson renters is \$1,709, which is an approximately 3 percent decrease from 2017 when accounting for inflation. However, over a third (37 percent) of these renters paid more than \$2K for rent in 2021.

Refer to **Attachment C** for additional information and data on demographic and housing trends for the Village.

SUBMISSION PROCESS

SOLICITATION DOCUMENTS

The Village of Croton-on-Hudson officially distributes Bid and RFP documents through BidNet as part of the Empire State Purchasing Group website at <https://www.bidnetdirect.com/newyork>. Copies of Bid and RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from BidNet are guaranteed to receive addendum information if such information is issued. If you have obtained this document from a source other than BidNet it is strongly recommended that you obtain an official copy.

Any changes in proposal requirements or deadlines will be communicated by the Village through an addendum published on BidNet. In addition, addendums will be emailed to any prospective Respondent recorded as having received a copy of the RFP. Any addendum issued by the Village shall become a part of the RFP.

BACKGROUND INFORMATION

In addition to the solicitation documents, interested parties are invited to review prior Village documents and studies associated with the adoption of Local Laws No. 13 and 14 of 2022, including the theoretical maximum buildout, visual, and traffic impact analyses provided with the FEAF and Supplemental Narrative (see: <https://www.crotononhudson-ny.gov/ongoing-projects-initiatives-proposed-infrastructure-improvements/pages/south-riverside-avenue-area>)

Also helpful may be the Westchester County Housing Needs Assessment (see: <https://homes.westchestergov.com/resources/housing-needs-assessment>).

INFORMATION AND QUESTIONS

In advance of preparing a proposal, the Village of Croton-on-Hudson invites prospective developers to participate in an online information session. Registration for this session, additional questions regarding the solicitation, and requests for site visits may be directed to Bryan Healy, Village Manager (bhealy@crotononhudson-ny.gov). Questions may be submitted no later than October 6, 2023.

SUBMISSION OF PROPOSALS

Proposals must be submitted electronically in PDF format no later than noon on November 1, 2023, unless an addendum postponing the due date is posted on BidNet. Proposals should be emailed to bhealy@crotononhudson-ny.gov.

REQUIRED CONTENTS OF PROPOSALS

Proposals should be submitted using the following format:

Section 1: Croton-on-Hudson Development Proposal Application

Developers should complete the Croton-on-Hudson Development Application (“CHDA”) that is available on BidNet. This form will also require the Respondent to submit a signed statement on non-collusion.

Section 2: Description of Development Firm

This section should give a summary of the development firm’s history, its corporate structure, principal partners, years in business, locations, size, growth, and services. Information regarding any pending or recent lawsuits against the organization, its officers or employees should also be presented within this section.

Section 3: Project Description

This section should provide a narrative summary description of the proposed project. The description should include the proposed land uses, number and type of housing units including Affordable Affirmatively Furthering Fair Housing (AFFH) units, dimensions and type of commercial spaces, parking provisions, access and circulation plan, etc. AFFH units need to comply with Section 230-48 of the Village Zoning Law.

As previously noted, there are two tax parcels immediately east of the Site (79.17-1-3 and 79.17-1-4) located between the Site and the Route 9 right-of-way. The privately-owned tax parcel 79.17-1-4 has frontage along Croton Point Avenue and contains portions of a two-story commercial building occupied by a law office and other tenants. Tax parcel 79.17-1-3 is located to the rear of 79.17-1-4 and is owned by the Village. The owner of tax parcel 79.17-1-4 has a long-term land lease with the Village for a portion of the two-story commercial building as well as an area used for parking on tax parcel 79.17-1-3. In consideration of the above, in addition to development proposals solely for the Village-owned Site, the Village is also willing to review alternative schemes that assume a larger land assemblage by incorporating these adjacent lots (79.17-1-3 and -4).

Additionally, to the north of tax parcel 79.17-1-3 is a portion of public right-of-way belonging to New York State Department of Transportation (NYSDOT). In the past, the Village leased this property from NYSDOT to create additional public parking spaces. The Respondent may be able to coordinate a future lease with NYSDOT for such purposes if it is so desired.

Section 4: Target Population

This section should describe the targeted residents for proposed housing units, prospective tenants for commercial spaces, and consumers for retail space. The general price points and income eligibility for market rate and affordable units should be provided within this section. Respondents should also describe their anticipated approach for marketing their project to the target population. Marketing of affordable rental units (AFFH units) needs to comply with Section 230-48 of the Village Zoning Law.

Section 5: Impact Assessment

This section should generally describe the expected impact and/or benefit of the project upon the community including housing access, economic impact through commercial activities, traffic impacts, and preservation of view corridors. This section should also include the respondent's approach to complying with the State Environmental Quality Review Act (SEQRA) and the Croton-on-Hudson Local Waterfront Revitalization Program (LWRP). For SEQRA, areas of study that should be considered include, but are not limited to, traffic and parking, visual/aesthetic impacts, noise from nearby industrial and transportation sources, potential impacts to the school district, and infrastructure (water/sewer demand, etc.).

Section 6: Site and Floor Plans

This section should provide a schematic site plan including zoning code compliance data and schematic floor plans for each level. Plans shall be no larger than 11 inches x 17 inches in size.

Section 7: Project Schedule

This section should include a project completion schedule including start and completion dates and other key dates as identified for action. The schedule should consider the time needed for obtaining financing, completing the project design, securing permits and board approvals, conducting environmental review, preparing the site, completing construction, marketing units, and leasing-up available space.

Section 8: Professional Qualifications

This section should identify the professionals who will provide the following components of the project: planning, design, environmental evaluation, legal compliance, construction oversight, and construction. Include the name of executive and professional personnel, their anticipated role in the project, their skills and any qualifications that will be employed in the work. Resumes or qualifications of proposed project personnel may be submitted as an appendix.

Section 9: Prior Development Experience and References

This section should provide a description of projects completed, including those with mixed-use, residential, and public benefit/amenity. Include the date of completion of these projects along with a description of project amenities. Furnish references, which must include a point of contact, an email address, and a telephone number where the point of contact can be reached.

Section 10: Financial Capacity

This section should provide a description of financial capacity of the organization, including appropriate documentation and banking references. Provide three (3) years of audited financial statements. Each respondent shall also submit at least two (2) financial references from banks or other financial institutions attesting to the respondent's financial capacity and ability to finance a project as proposed.

Section 11: Offer Price

This section should specify the dollar amount that the Respondent proposes to pay the Village in exchange for acquisition of the land or development rights under a long-term ground lease.

Section 12: Anticipated Project Financing

This section should include information regarding anticipated project financing. Include the anticipated time schedule to assemble needed financial commitments, types of financing expected and letters of interest from banks or other sources. Financial partnerships (e.g., public/private; nonprofit/profit) must be identified. Should the Village decide to move forward with a proposal, a full development budget and 10-year operating pro forma may be required.

RECEIPT AND REVIEW OF PROPOSALS

Proposals will be received by the Village Manager at the main office in Municipal Building, One Van Wyck Street, Croton-on-Hudson, NY at the time designated in the advertisement.

Proposals will be evaluated by a committee comprising a wide cross-section of community representatives. The committee may invite the Respondent to an interview to learn more about their proposed approach and ascertain its fit with the Village development objectives. The decision to contract with a Respondent rests solely with the Village Board of Trustees. Proposals will be evaluated by the Village Board in accordance with the following criteria:

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- Offer price;
- Professional qualifications and past involvement with similar projects that demonstrate experience, ability, and capacity to meet the Village of Croton on Hudson's development objectives;
- Financial capacity and ability to finance and complete an attractive residential or mixed-use project; and
- Responsiveness to the Development Objectives (pg. 2) and the Development Requirements (pg. 7) of this RFP.

LIMITATIONS

The Village of Croton-on-Hudson may modify, waive, or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, the submission of date and proposal requirements.

This RFP is not an offer to enter into an agreement with Respondents. Only the execution of a written purchase and sale agreement will obligate the Village in accordance with the terms and conditions in such agreement.

The Village of Croton-on-Hudson reserves the right to accept or reject any and all proposals received pursuant to this request, to negotiate with one or all qualified respondents, to cancel in part or in its entirety this RFP, and/or to waive irregularities and/or informalities in any proposal if it is in the best interest of the Village to do so.

This RFP does not in any way commit the Village of Croton-on-Hudson to reimburse respondents for any costs associated with the preparation and submittal of a proposal.

The information presented in this RFP is believed to be reliable. However, interested parties should rely on their own research and experts for counsel.