



## MEMORANDUM

**TO:** Stephen Hunter, Chair and Members of the Village of Dobbs Ferry Planning Board

**FROM:** Valerie Monastra, AICP  
Sam Justiniano, Planning Analyst

**CC:** Dan Roemer, Building Inspector  
Anthony Oliveri, P.E., Village Engineer  
Dan Pozin, Village Attorney

**DATE:** September 28, 2023

**RE:** 555 Broadway – Mercy University

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Mercy University (the “Applicant” and “Owner”) is seeking Site Plan approval for proposed improvements to the existing athletic field including the replacement of two existing dugouts, installation of new protective netting, a digital scoreboard, and four new speakers. The property is located at 555 Broadway, Section Block and Lots 3.40-4-21 (“Project Site”) and is in the EI, Educational/Institutional, zoning district.

## GENERAL AND PROCEDURAL COMMENTS

### 1. SEQR.

- a. This application is categorized as an Unlisted action under SEQR. The Village Board issued a Notice of Intent to be Lead Agency and plans to conduct a coordinated SEQR review of the project.
- b. The Applicant has also submitted a Short Environmental Assessment Form Part 1, which we have reviewed and have no further comments.

2. **Site Plan Approval.** This application requires Site Plan approval by the Village Board of Trustees and a recommendation to the Planning Board per Section 300-52 of the Zoning chapter. At its September 12, 2023, meeting the Village Board referred the application to the Planning Board. A public hearing conducted by the Village Board will be required for Site Plan approval.

3. **Architectural and Historic Review Board.** This application will require Architectural and Historic Review Board approval by the Village Board or per Section 300-17(C)(8), may defer its powers to the AHRB. The Village Board has referred the Project to the Planning Board as the AHRB for recommendation.

4. **County Referral.** This Project requires a notification to the Westchester County Planning Board per section 239 L, M, and N of the New York State General Municipal Law and section 277.61 of the County Administrative Code because the Project is within 500 feet of Route 9 and the municipal boundary of the Village of Irvington. Notification to the Village of Irvington is also required.
5. **Local Waterfront Revitalization Consistency.** The Village Board will need to make a consistency determination with the Village's LWRP per §300-52 (D) as part of its final Site Plan approval. A coastal assessment form was received.

#### **SITE PLAN**

1. **Lighting Plan.** Given that the Proposed Project includes a *digital* scoreboard, the Applicant should provide a lighting plan to demonstrate that the resulting glow from the board will be in compliance with §300-41 of the Village Code.
2. **Impervious Coverage.** The Applicant asserts that there will be no increase in impervious coverage in the SEAF brief description of proposed action; however, the site plan bulk regulations table indicates an increase in the coverage. This should be clarified for consistency.
3. **Erosion and Sediment Control Plan.** The Applicant has provided an erosion and sediment control plan. We defer to the Village Engineer to review and provide comments.
4. **Bulk Requirements.** The Applicant has provided a bulk regulations table with the submission. We note that the proposed digital "sign" was determined to be an accessory structure as per the building inspector. The project appears to comply with the bulk regulations and accessory building and structure regulations.

#### **SUBMISSION MATERIALS**

The following materials were submitted by the Applicant and examined by our office for the preparation of this review:

- Site Plan Application prepared by Thomas R. Simmonds, dated August 23, 2023
- Cover Letter to BOT, by Seth M. Mandelbaum, dated August 25, 2023
- Cover Letter to Building Inspector, by Seth M. Mandelbaum, dated August 25, 2023
- Short Environmental Assessment Form part 1 prepared by Seth M. Mandelbaum, dated August 25, 2023
- Site Plans by Clarke Caton Hintz, dated August 23, 2023, including the following:
  - CS Cover Sheet
  - G-1 General Notes and Legend
  - G-2 Specifications
  - C-001 Existing Conditions

- C-100 Layout & Materials Plan
- C-200 Erosion and Sediment Control Plan
- C-300 Civil Construction Details
- C-301 Civil Construction Details
- E-1 Electrical Notes, Legend and Fixture Schedule
- E-2 Site Plan and Trench Details
- E-3 Single Lin Diagrams, Floor Plans and Schedule
- A-0 Location Plan
- A-1 1<sup>st</sup> Base Line Dugout
- A-2 1st Base Line Dugout
- A-3 3<sup>rd</sup> Base Line Dugout
- A-4 3<sup>rd</sup> Base Line Dugout
- A-5 Netting Elevation and Layout
- A-6 Netting Elevation and Layout
- A-7 Scoreboard Elevation, Pole Mounted Speaker Detail and Sign Panel