

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**PRESENT:**

Stephen Hunter, Chairman  
Stephen Brosnahan  
Allen Hale  
Laura Haupt  
Rob Lane  
Peter Winder, 1<sup>st</sup> Alternate Member

**ALSO PRESENT:**

Ed Manley, Building Inspector  
Dan Roemer, Assistant Building Inspector  
Trustee Liaison Donna Cassell  
Daniel Pozin, Attorney for the Village  
Dwight H. Douglas, Village Consulting Planner  
George Pommer, Village Consulting Engineer  
Iair Rosenkranz, AHRB Chairman

**EXCUSED:** None.

Chairman Hunter called the meeting to order.

Motion by Chairman Hunter, seconded by Mr. Brosnahan to open the meeting.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAHAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTEANAATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<div>5</div> AYE	<div>0</div> NAY	<div>1</div> ABSTAIN	<div>0</div> RECUSE	<div>0</div> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

**1. 23 Manor Place – Continuation of Public Hearing for Site Plan Approval for Proposed New Driveway**

Mr. Jacob Amir/Attorney and Mr. John Pisa were present to represent the application.

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**Discussion:**

- Chairman Hunter said the Board has the resolution for consideration that Mr. Pozin and Mr. Amir worked on finalizing.
- A discussion was held and Mr. Pozin addressed questions from the Board.

**Action:**

Chairman Hunter offered the following resolution which was seconded by Ms. Haupt:

**RESOLUTION 4-2020**

**RESOLUTION OF THE VILLAGE OF DOBBS FERRY PLANNING BOARD  
SITE PLAN APPROVAL  
23 Manor Place**

**WHEREAS**, Pisa Financial Services LLC (“Owner”), is the owner of 23 Manor Place, Dobbs Ferry, New York, which property is shown on the tax assessment map of the Village of Dobbs Ferry as Section 3.100, Block 69, Lot 6, and located in the OF-6 zoning district (the “Property”), and

**WHEREAS**, in or about August 2016, Owner applied to the Planning Board to subdivide the Property into two (2) lots, which application provided for, among other things, the use of an existing demapped paper street running along the southerly boundary of the Property (the “Paper Street”) as access for both proposed lots to and from the public road known as Temple Place, which application, according to Owner’s counsel was held in abeyance when litigation ensued between Owner and an adjacent property owner; and

**WHEREAS**, said litigation commenced by Owner in Supreme Court, Westchester County (Index No. 61743/2016) against the owners of the adjacent 14 Temple Road (the “Temple Property”) was brought to maintain Owner’s access over a portion of the Paper Street lying adjacent to the Temple Property; and

**WHEREAS**, by a Stipulation of Settlement between the parties, it was agreed that each party would be permitted to use the Paper street for ingress and egress subject to the terms of a certain Shared Driveway Agreement dated February 3, 2018 (the “Shared Driveway Agreement”); and

**WHEREAS**, the Village of Dobbs Ferry is not a party to either the Litigation or the Shared Driveway Agreement and the Planning Board does not take any position as to either; and

**WHEREAS**, Owner thereafter applied for site plan approval to

“pave [a] gravel/dirt driveway with asphalt and to reestablish access to the [P]roperty from the Temple Road via paper road. A portion of this paper road is already used by the adjacent property, so it will need to be extended and turned into a shared driveway at the Property.”

hereinafter, the “Application”; and

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**WHEREAS**, the Application was discussed at pre-submission conferences held by the Planning Board on August 8, 2019, and December 5, 2019<sup>1</sup>; and

**WHEREAS**, the Planning Board opened a public hearing on January 9, 2020 to review the following application materials submitted in connection with the Application:

- Site Plan Application dated 12/9/19,
- Sheet 1 of 2 entitled “Site Plan” prepared by TJ Engineers, LLC and bearing last revision date of 7/2/20
- Sheet 2 of 2 entitled “Details”, prepared by TJ Engineers, LLC and bearing last revision date of 7/2/20
- LWRP Consistency Review Coastal Assessment Form, dated 12/9/19
- Short Environmental Assessment Form, undated
- Stormwater Management Report, prepared by TJ Engineers, LLC, bearing last revision date of 6/18/20

collectively, the “Plans”; and

**WHEREAS**, the public hearing was adjourned to February 6, 2020, March 5, 2020, May 7, 2020, and June 4, 2020, at which latter date, the public hearing was closed; and

**WHEREAS**, over the course of the Planning Board’s review of the Application, the Village’s Planning Consultant, James J. Hahn Engineering, P.C. prepared review memoranda dated June 4, 2019, November 22, 2019, January 9, 2020, January 31, 2020, February 20, 2020 and May 12, 2020, and engaged in numerous email communications with Owner’s engineer, Tessa Jucaite, P.E. of TJ Engineering, LLC (“Owner’s Engineer”); and

**WHEREAS**, Owner’s Engineer submitted memoranda responding to and otherwise refining the Application, dated November 14, 2019, December 4, 2019, January 14, 2020, and February 6, 2020, March 2, 2020 as well as numerous email communications with the Village’s Planning Consultant; and

**WHEREAS**, owners of property in the immediate vicinity of the Paper Street raised concerns with respect to the aforementioned subdivision application, and requested that the Planning Board seek Owner’s agreement to place on the Property a declaration of covenants and restrictions limiting Owner’s use of the Paper Street to the existing single family house on the Property, which such agreement was rejected by Owner; and

**WHEREAS**, the Planning Board takes no position with regard to the legal status of the Paper Street or the legal status of any rights to utilize and improve same but notes that there is a sewer lateral located within the Paper Street which must be protected and maintained both during and after any construction activity authorized pursuant to this Resolution; and

**WHEREAS**, during the pendency of the public hearing, the Planning Board received written and oral comments from the public; and

---

<sup>1</sup> The Application was scheduled for additional pre-submission conferences before the Planning Board to be held on June 6, 2019, July 11, 2019, and September 5, 2019, but neither the Applicant nor any representatives attended.

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**WHEREAS**, the Planning Board is familiar with the site and surrounding area and the proposed improvement plans, and

**WHEREAS**, the proposed construction of a driveway to serve a single-family house constitutes a Type II action under the State Environmental Quality Review Act (“SEQRA”) and is therefore exempt from further environmental review.

**NOW THEREFORE BE IT RESOLVED** that the Planning Board of the Village of Dobbs Ferry herein grants site plan approval for the subject application, conditioned on the following:

1. All applicable provisions of Village, County and State regulations shall be met.
2. Prior to the issuance of a Building Permit, and as conditions of this resolution:
  - a. Owner shall pay all required site plan and Village consultants’ review and legal fees. The applicant shall pay any inspection fees if the Village requires inspection of the improvements in the Paper Street.
  - b. As offered by Owner, Owner shall record the aforementioned Shared Driveway Agreement at its sole cost and expense with the Westchester County Clerk, Division of Land Records.
  - c. Owner shall obtain the approval of the Board of Trustees with regard to any alteration and/or work within the Paper Street in consideration of which, the Planning Board suggests that the Owner be required to
    - i. obtain approval from the Village’s Tree Commission for the removal of any trees on the Paper Street if necessary,
    - ii. maintain and repair the sewer lateral serving the Property as located within the Paper Street at its sole cost and expense,
    - iii. maintain and repair any portion of the subject driveway and related drainage infrastructure that may be located within the Paper Street at its sole cost and expense. This shall include any future improvements such as berms, swales or other drainage facilities as may be necessary to prevent water from entering adjacent properties.
  - d. As offered by the Applicant, the Applicant shall record against the Property with the Westchester County Clerk, Division of Land Records at its sole cost and expense a declaration in form reasonably satisfactory to the Building Inspector and Village Attorney by which the Applicant, its successors and assigns shall indemnify and hold harmless the Village, and its elected and appointed officials, employees, consultants, attorneys and agents with respect to all losses, damages, fines, penalties, costs and expenses and liabilities, including, but not limited to, costs and expenses of defending against any of the foregoing, arising from any claim, suit or action as a result of any injury to or death of any person, or damage to

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

property arising from the approvals granted herein.

3. The following Language shall be added to the Plans:

“Approved subject to all requirements and conditions of a June 4, 2020 resolution of the Planning Board of the Village of Dobbs Ferry, New York. Any change, erasure, modification, or revision of this plan, absent re-approval from the Planning Board, shall void this approval.”

4. The following shall be conditions of the approval granted herein.

- a. Owner shall plow the driveway and that portion of the Paper Street lying adjacent to the Property as frequently as needed to maintain a passable driveway for safety purposes (police and fire) at its sole cost and expense and shall not deposit any snow or other materials onto the Paper Street. The Village shall not be responsible for maintaining any portion of the Paper Street.
- b. There will be no refuse pickup within the Paper Street.
- c. To the extent that it is determined that any portion of the Paper Street may be owned by any other property owner in the area, this approval shall be strictly condition upon Owner’s obtaining a legal right of access over and through said portion of the Paper Street at Owner’s sole coast and expense to the extent required by law, and provide proof of same to the satisfaction of the Building Inspector and Village Attorney.
- d. Nothing in this Resolution shall be construed to approve or otherwise permit the use of any portion of the Paper Street as access to or from the Property or any additional or adjoining properties.

5. Nothing in this resolution shall be deemed to approve or authorize the use of the referenced Paper Street, or otherwise confirm ownership of same.

**BE IT FURTHER RESOLVED** that this Resolution shall have an effective date of July 2, 2020.

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAHAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<input type="text" value="5"/> AYE	<input type="text" value="0"/> NAY	<input type="text" value="1"/> ABSTAIN	<input type="text" value="0"/> RECUSE	<input type="text" value="0"/> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

**2. 156 Palisade Street – Continuation of Pre-submission Conference for Site Plan Review for Proposed New Multi Family Building with Basement Garage**

Mr. Paddy Steinschneider/Gotham Design was present to represent the application.

**Discussion:**

- Mr. Manley said this is still a pre-submission and it is still not compliant and it is up to the Board if they want to hear the application.
- Mr. Lane said it would make more sense to hear what the applicant has to say after we have the discussion about the MDR-2 Zone.

**Action:**

Chairman Hunter said the pre-submission conference for the application of 156 Palisade Street for site plan review for proposed new multi family building with basement garage, will be continued to a later date.

**3. 41 Cedar Street – Pre-submission Conference for Minor Subdivision for Cedar Commons**

Ms. Linda Whitehead/Attorney was present to represent the application.

**Discussion:**

- Mr. Manley said this does not relate to what is before the Board of Trustees and has nothing to do with the design that is before the Board of Trustees. Mr. Manley said the Planning Board needs to approve the plat because the Board of Trustees does not approve subdivisions, that is done by the Planning Board.
- Ms. Whitehead discussed the proposed application and said this is a minor subdivision and lot line change.
- A discussion was held and Ms. Whitehead addressed questions from the Board.

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**Action:**

Motion by Chairman Hunter, seconded by Mr. Brosnahan to schedule a public hearing for the application of 41 Cedar Street for minor subdivision for Cedar Commons at the next meeting of the Board on August 6, 2020.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAHAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<b>5</b> AYE	<b>0</b> NAY	<b>1</b> ABSTAIN	<b>0</b> RECUSE	<b>0</b> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

Ms. Whitehead thanked the Board.

**4. 58 Northfield Avenue – Pre-submission Conference for Site Plan Approval to Legalize Two Family Residence**

No one was present to represent the application. Mr. Manley noted that Mr. Petretti had a veteran event and was unable to attend this evening's meeting.

**Discussion:**

- Mr. Manley said Mr. Petretti spoke with Mr. Pommer about the proposed application.
- A discussion was held and Mr. Manley and Mr. Pommer addressed questions from the Board.

**Action:**

Chairman Hunter offered the following resolution which was seconded by Mr. Hale:

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**RESOLUTION 5-2020**

**RESOLUTION OF THE VILLAGE OF DOBBS FERRY PLANNING BOARD  
GRANTING SITE PLAN APPROVAL  
FOR THE CONSTRUCTION OF A FOUR SPACE PARKING LOT AND RELATED SITE  
IMPROVEMENTS AT A TWO FAMILY HOUSE  
58 Northfield Avenue**

**WHEREAS**, Christina Torch, owner, has applied for site plan approval to construct a four space parking lot and make other site improvements to the two family house at 58 Northfield Avenue and denoted on the tax assessment maps as Section 3.100, Block 81, Lot 5, and located in the OF-6 zoning district, and

**WHEREAS**, the following plans and documents were submitted as part of the application:

“Site Plan”, Revised 6/29/19, Sheet 1 of 2.  
“Construction Plan”, Revised 6/29/20, Sheet 2 of 2.  
Annotated Hahn Engineering Memorandum from Paul Petretti with  
Hancor Retention Selection Sheet, Undated.

**WHEREAS**, the Planning Board is familiar with the site and surrounding area and the proposed improvement plans and at their meetings of July 2, 2020 held a duly noticed public hearing and all comments were considered, and

**WHEREAS**, the construction of a four space parking lot and other site work as herein proposed to serve a two family house constitutes a type II action under the State Environmental Quality Review Act (“SEQRA”), and is therefore exempt from further environmental review.

**NOW THEREFORE BE IT RESOLVED**, that the Planning Board of the Village of Dobbs Ferry herein grants site plan approval for the subject application, conditioned on the following:

1. All applicable provisions of the Village, County and State regulations shall be met.
2. Prior to the issuance of a Building Permit, all required site plan and village consultants’ review fees shall be paid and all items in the Village Consulting Engineer’s memo date June 29, 2020 shall be resolved to his satisfaction.
3. The following Language shall be added to the plan:

“Approved subject to all requirements and conditions of a July 2, 2020 resolution of the Planning Board of the Village of Dobbs Ferry, New York. Any change, erasure, modification, or revision of this plan, absent re-approval from the Planning Board, shall void this approval”.



**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**BE IT FURTHER RESOLVED**, that this Resolution shall have an effective date of July 2, 2020.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<b>5</b> AYE	<b>0</b> NAY	<b>1</b> ABSTAIN	<b>0</b> RECUSE	<b>0</b> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

**5. 43 Appleton Place – Public Hearing for Minor Subdivision, Line Move**

Mr. Dan Pennessi was present to represent the application.

**Discussion:**

- Chairman Hunter said a neighbor built on their neighbor's property.
- Mr. Manley said the person who did this abandoned the house and it went to the bank. Mr. Manley said the person who owns it now is trying to legalize that by purchasing a portion of land from the neighbor.
- Mr. Douglas noted that the public hearing needs to be opened.

Motion by Chairman Hunter, seconded by Mr. Hale to open the public hearing for the application of 43 Appleton Place for minor subdivision, line move.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<b>5</b> AYE	<b>0</b> NAY	<b>1</b> ABSTAIN	<b>0</b> RECUSE	<b>0</b> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**Discussion:**

- Chairman Hunter said the Board has a memo from Mr. Pommer on this which states that the re-apportioning should be reviewed by the Village Attorney.
- Mr. Pennessi discussed the proposed application. Mr. Pennessi said in the 1980's a pool was constructed on the property without ever having a C/O issued and it was constructed quite a bit over the property line. Mr. Pennessi said the neighbor has agreed to sell them this approximately 1,000 SQFT piece of their property to address this encroachment.
- A discussion was held and Mr. Pennessi addressed questions from the Board.
- No one from the public commented on the proposed application.

**Action:**

Motion by Chairman Hunter, seconded by Mr. Hale to close the public hearing for the application of 43 Appleton Place for minor subdivision, line move.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAHAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<b>5</b> AYE	<b>0</b> NAY	<b>1</b> ABSTAIN	<b>0</b> RECUSE	<b>0</b> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

Chairman Hunter offered the following resolution which was seconded by Mr. Brosnahan:

**RESOLUTION 6-2020**

**RESOLUTION OF THE VILLAGE OF DOBBS FERRY PLANNING BOARD  
GRANTING SUBDIVISION APPROVAL FOR A LOT LINE ADJUSTMENT  
43 Appleton Place**

**WHEREAS**, Daniel and Kristen Pennessi, and Frances Rea have applied for subdivision approval for a lot line adjustment at 43 Appleton Place and denoted on the tax assessment maps as Section 3.120, Block 115, Lot 14, and Section 3.120, Block 115, Lot 9 and located in the OF-3 zoning district, and

**WHEREAS**, the following plans and documents were submitted as part of the application:

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

“Final Plat Showing New Lot Lines”, Revised 6/15/20.  
Subdivision Application, Dated 6/16/20.  
Short Environmental Assessment Form, Dated 6/2/20.  
Coastal Assessment Form, Dated 6/2/20.

**WHEREAS**, the Planning Board is familiar with the site and surrounding area and the proposed lot merger and at their meeting of July 2, 2020 held a duly noticed public hearing and all comments were considered, and

**WHEREAS**, a lot line adjustment between two adjoining lots to serve a single family house constitutes a type II action under the State Environmental Quality Review Act (“SEQRA”), and is therefore exempt from further environmental review.

**NOW THEREFORE BE IT RESOLVED**, that the Planning Board of the Village of Dobbs Ferry herein grants subdivision approval for the subject application, conditioned on the following:

4. Prior to the execution of the final plat, all required subdivision and Village consultants’ review fees shall be paid and all items in the Village Consulting Engineer’s memo dated June 29, 2020 shall be addressed to his satisfaction.

**BE IT FURTHER RESOLVED**, that this Resolution shall have an effective date of July 2, 2020.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAHAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<b>5</b> AYE	<b>0</b> NAY	<b>1</b> ABSTAIN	<b>0</b> RECUSE	<b>0</b> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

**6. MDR-2 Zone – Discussion on Possible Zoning Code Changes**

**Discussion:**

- Mr. Lane acknowledged that AHRB Chairman Iair Rosenkranz was present this evening. Mr. Lane noted that Mr. Rosenkranz provided a lot of the content of what we are going to look at this evening. Mr. Lane said this is joint effort between himself, Mr. Brosnahan and Mr. Rosenkranz. Mr. Lane acknowledged the assistance of Mr. Douglas.
- Mr. Lane gave the following Draft Presentation on Character Guidelines for Palisades Street:

DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT

## **Character Guidelines for Palisades Street**



S. Brosnahan  
R. Lane  
L. Rosencrantz

*Dwight Douglas:*  
"It's about the  
street"



## **4 Elements of Street Character**

### **1. Public/private transition zone**

2. Building frontage scale
3. Façade composition: Horizontal expression lines
4. Façade composition: Punched window openings

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**



Primary volumes



**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

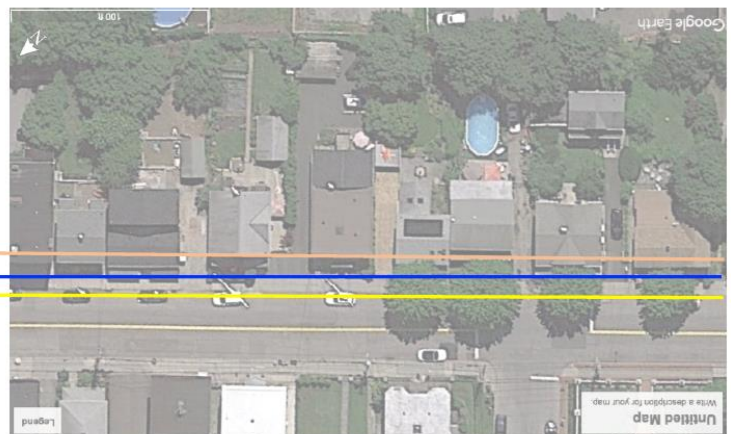
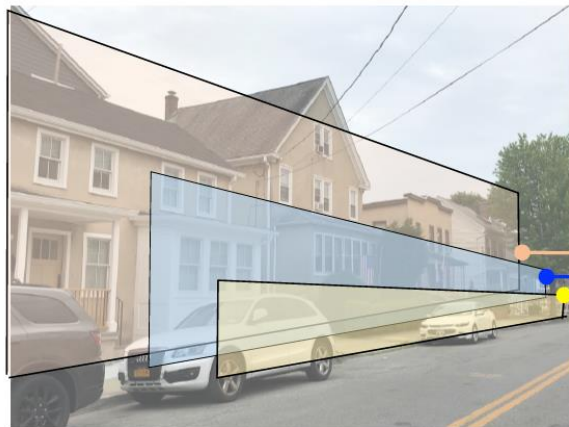
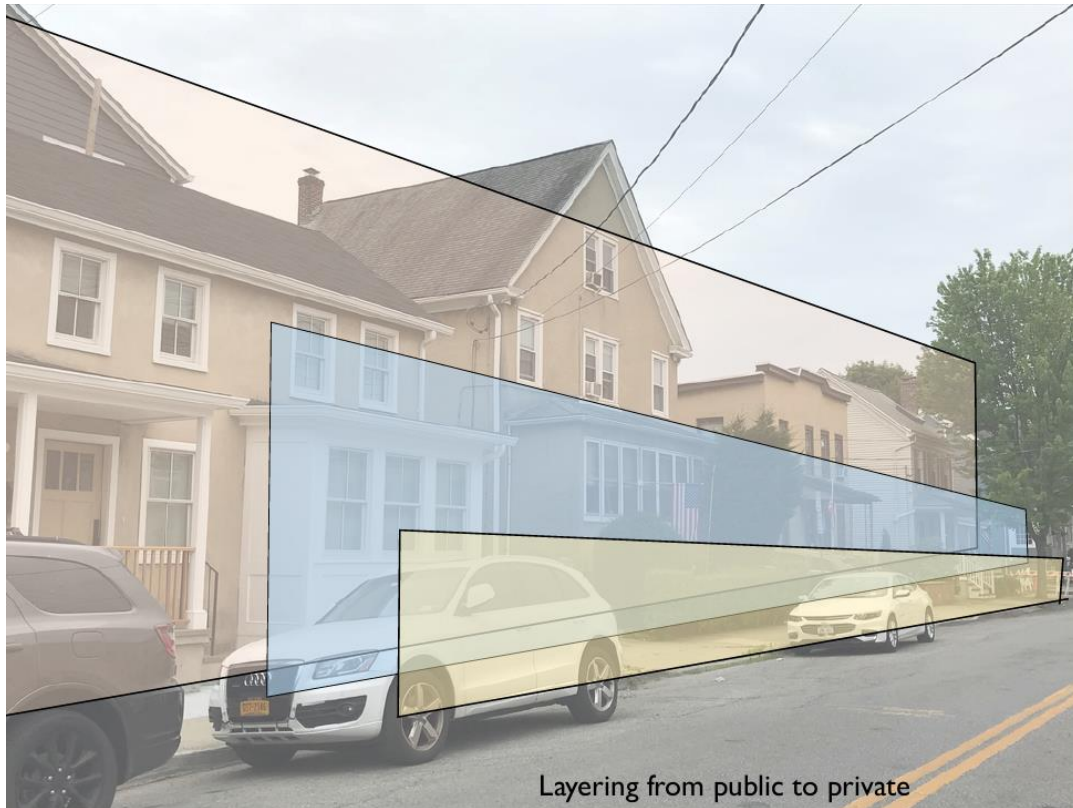


**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**





**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**



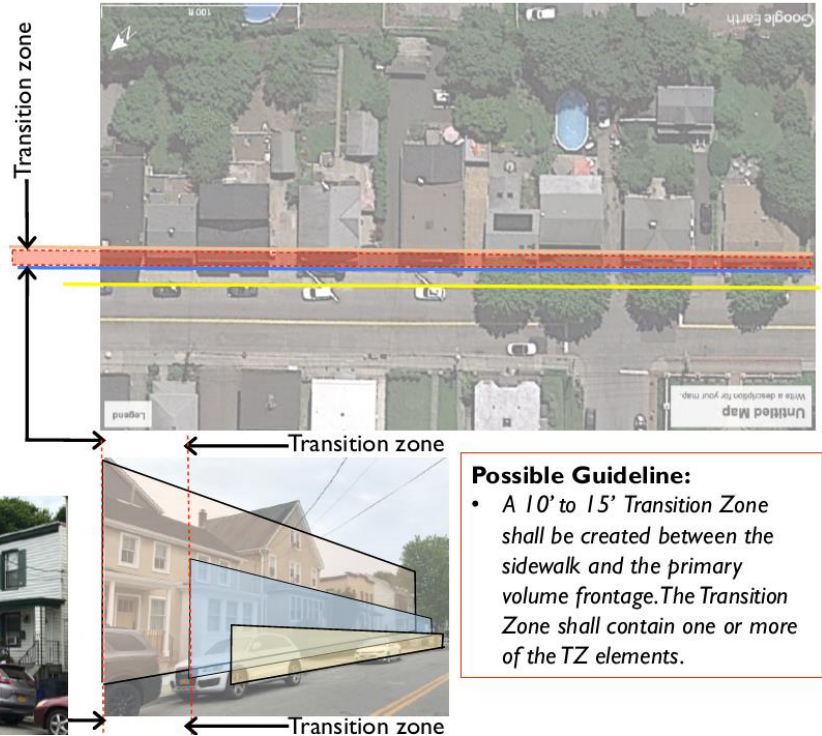
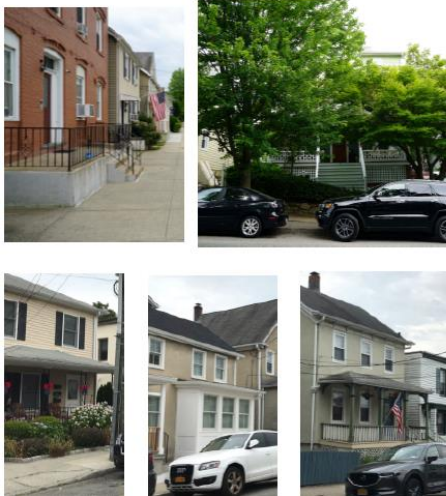
Layering from public to private



**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

**Semi-private Transition Zone elements**

- Front porches – enclosed
- Front porches - open
- Stoops
- Landscape buffers
- Bay windows
- Other???



## **4 Elements of Street Character**

1. Public/private transition zone

**2. Frontage scale**

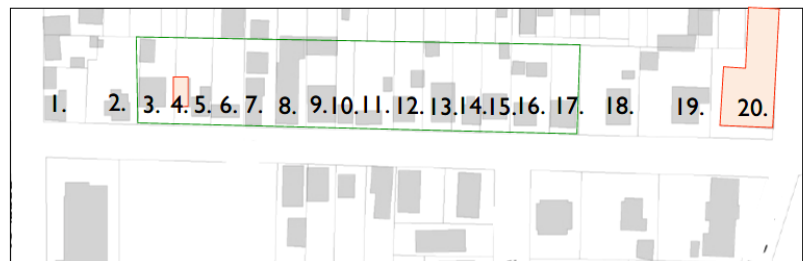
3. Façade composition: Horizontal expression lines

4. Façade composition: Punched window openings

**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**



Key Number	address	parcel #	lot width	frontage	ratio
1.			58'	26'	45%
2.			75'	39'	52%
3.			45'	34'	75%
4.				21'	
5.			50'	46'	90%
6.				25'	
7.			48'	40'	85%
8.			42'	26'	62%
9.			42'	29'	70%
10.			45'	39'	87%
11.			23'	25'	87%
12.			58'	37'	64%
13.			40'	32'	80%
14.			38'	33'	87%
15.			42'	27'	64%
16.			42'	30'	71%
17.			58'	34'	59%
18.			42'	39'	93%
19.			80'	35'	45%
20.			105'	40'	38%
			85'	76'	89%



**Building Frontages**

**Ranges**

12 buildings      25' to 35'  
6 buildings      35' to 40'

**Smallest frontage:** 21'

**Largest frontage:** 40'

**Average Frontage:** 33'

**Possible Guideline:**

- The Primary Volume of the building shall be a maximum of 40' wide

DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT

## 4 Elements of Street Character

1. Public/private transition zone

2. Frontage scale

**3. Façade composition: Horizontal expression lines**

4. Façade composition: Punched window openings

### Façade Composition: Horizontal Expression

#### Possible Guideline:

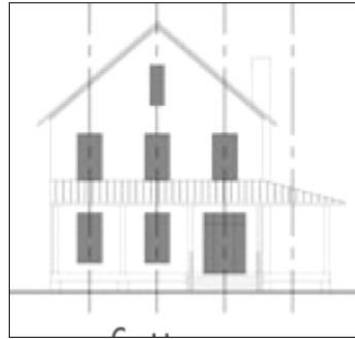
- Create a setback or other expression line at the second story or xx feet measured from....
- Buildings shall be 3-1/2 stories or xx feet high as measured from \_\_\_\_\_



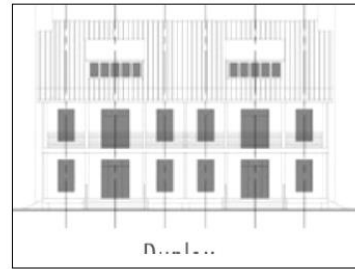
DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT

## **4 Elements of Street Character**

1. Public/private transition zone
2. Frontage scale
3. Façade composition: Horizontal expression lines
- 4. Façade composition: Punched window openings**



**Façade Composition:  
Fenestration**



**Possible Guideline:**

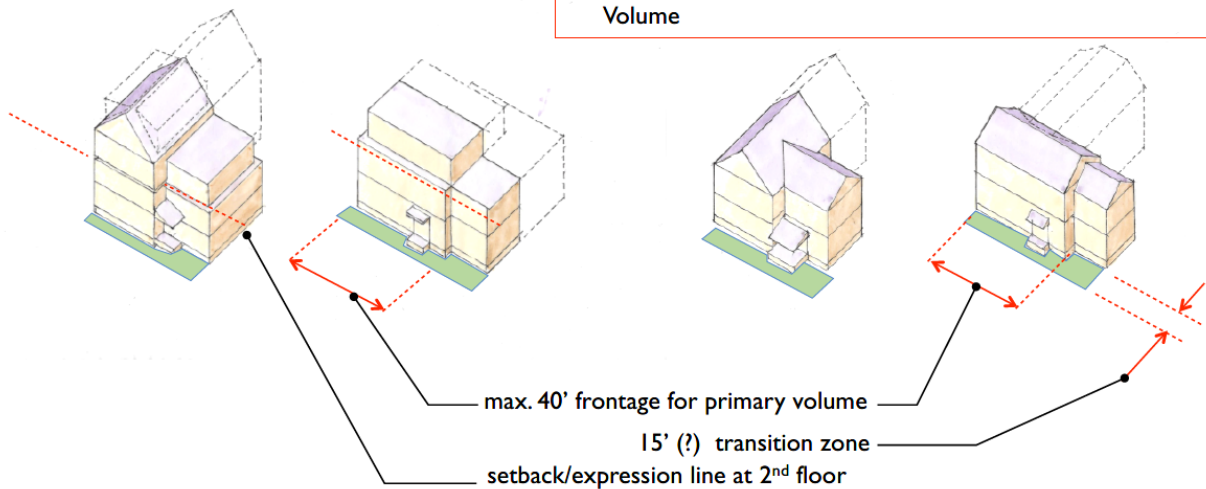
- Window openings shall be “punched openings” of a scale similar to the other buildings on Palisades Ave.
- In general, the total area of window openings shall not exceed 50% of the total wall area of the Primary Volume.



**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**

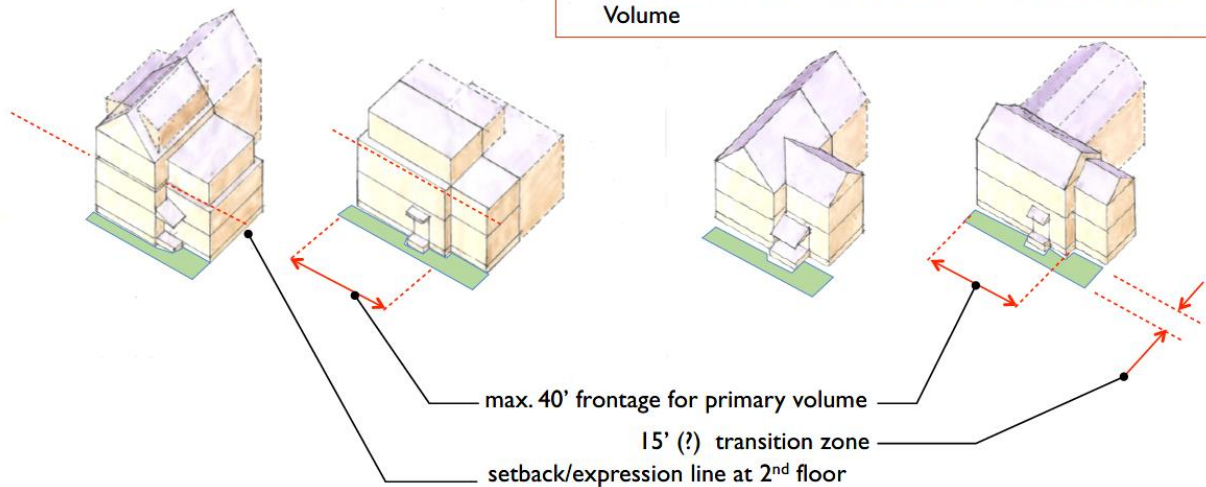
**Massing guidelines**

- There shall be a clearly articulated Primary Volume. Other massing shall be secondary in scale.
- Maximum frontage for the Primary Volume shall be 40'
- A setback or other clear expression line shall be created at the 2<sup>nd</sup> floor or xx' as measured.....
- Max 3-1/2 stories or xx' as measured from \_\_\_\_\_.
- Smaller massing elements at the first floor level shall help articulate the transition from the sidewalk to the Primary Volume

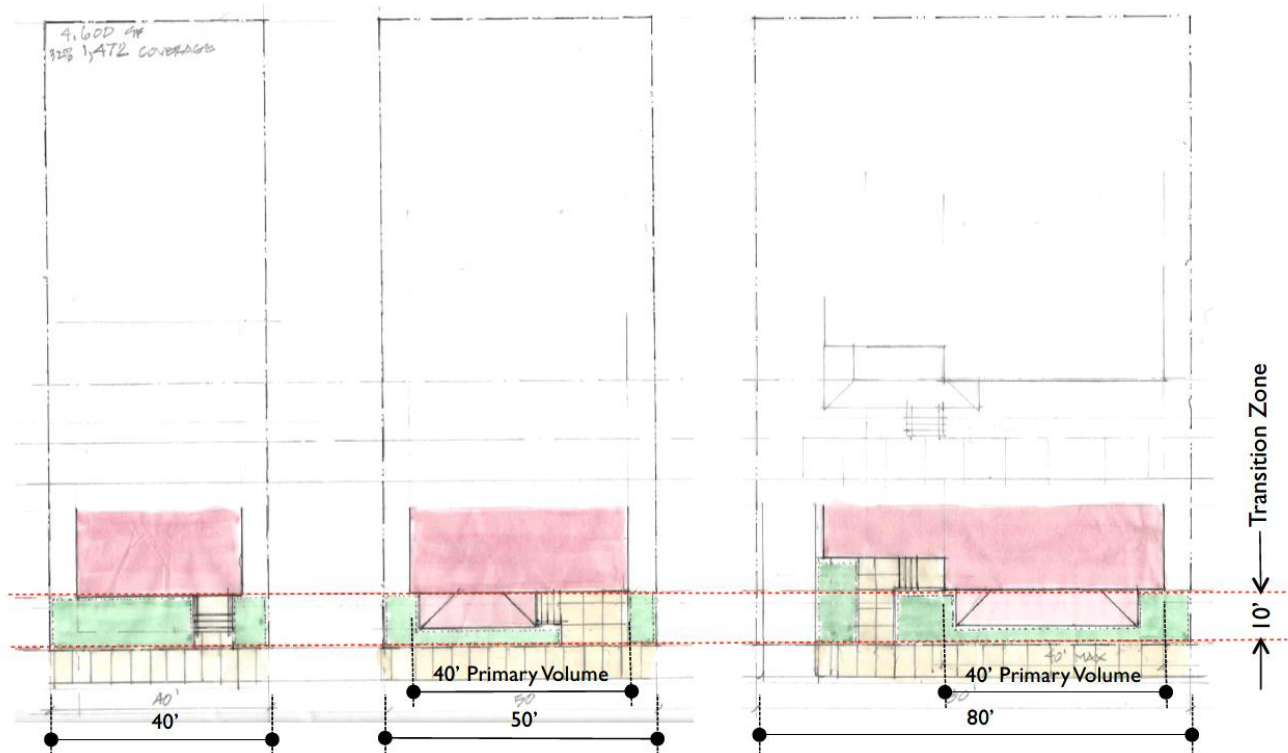


**Massing guidelines**

- There shall be a clearly articulated Primary Volume. Other massing shall be secondary in scale.
- Maximum frontage for the Primary Volume shall be 40'
- A setback or other clear expression line shall be created at the 2<sup>nd</sup> floor or xx' as measured.....
- Max 3-1/2 stories or xx' as measured from \_\_\_\_\_.
- Smaller massing elements at the first floor level shall help articulate the transition from the sidewalk to the Primary Volume



**DRAFT MINUTES – NOT TO BE USED AS OFFICIAL DOCUMENT**



**Discussion:**

- A discussion was held and Mr. Lane addressed questions from the Board.
- Board members will schedule a site visit next week.

Motion by Chairman Hunter, seconded by Mr. Brosnahan to adjourn the meeting.

<b>CHAIRMAN HUNTER</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>STEPHEN BROSNAHAN</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ROB LANE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>ALLEN HALE</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>LAURA HAUPT</b>	<input checked="" type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>PETER WINDER, 1<sup>ST</sup> ALTERNAATE MEMBER</b>	<input type="checkbox"/> AYE	<input type="checkbox"/> NAY	<input checked="" type="checkbox"/> ABSTAIN	<input type="checkbox"/> RECUSE	<input type="checkbox"/> ABSENT/EXCUSED
<b>VOTE TOTALS</b>	<b>5</b> AYE	<b>0</b> NAY	<b>1</b> ABSTAIN	<b>0</b> RECUSE	<b>0</b> ABSENT/EXCUSED
<b>RESULT:</b>	<b>MOTION: PASSES</b>				

The meeting adjourned at 9:03 p.m.