



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: December 4, 2023

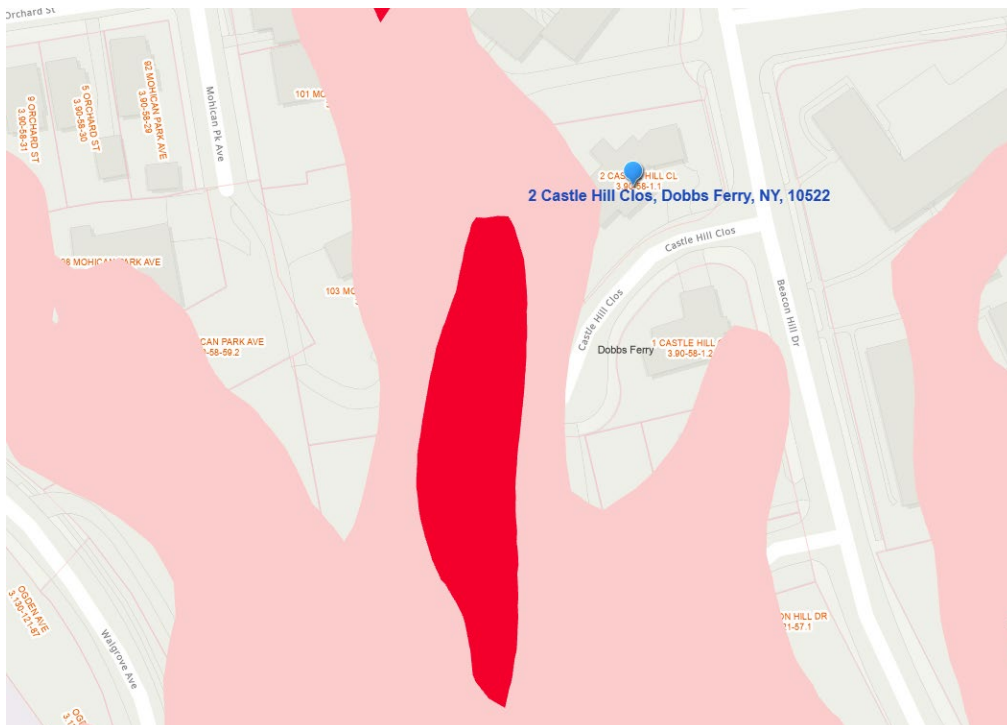
RE: 2 & 4 Castle Hill Close

Smith and Anil Abraham and Annie and Benjamin Bahr (the “Applicants” and “Owners”) are seeking Subdivision approval to move lot lines for more appropriately shaped properties. The properties are located at 2 and 4 Castle Hill Close, Section Block and Lot 3.90-58-1.1 & 3.90-58-1.3 (“Project Site”) and are located in the OF-4, One Family Residential 4, zoning district.

GENERAL AND PROCEDURAL COMMENTS

1. **SEQR.** This application is categorized as an Unlisted action under SEQR. According to the Village code, “The term ‘subdivision’ may include any alteration of lot lines or dimensions of any lots or sites shown on a plat previously approved and filed in the office of the County Clerk or register of the county in which such plat is located.” This is therefore to be considered a Subdivision. The Planning Board should establish itself as Lead Agency to continue the SEQR process.
2. **Subdivision Approval.** This application requires Subdivision approval by the Planning Board per Article XIV Subdivision of Land of the Zoning chapter. A public hearing will be required for Preliminary/Final Plat approval.
3. **Submittal Requirements.** §300-69 of the Zoning chapter provide all submittal requirements for preliminary plat applications including the requirements outlined in Appendix D of the of Zoning Code. It appears that the applicant has not provided the following:
 - a. Proof of ownership
 - b. Location Map – showing proposed development in context of the Village.

- c. Mapping of the location of any environmentally sensitive lands or features and a statement of the size of the area to the nearest 10 feet. Refer to General and Procedural Comment 4 below.
4. **Zoning.** The Applicant provided a zoning table for the OF-4 district. As currently proposed, the applicant asserts that there is no proposed change in the lot areas of the two lots. Despite this, Westchester County GIS shows 4 Castle Hill Close as having extensive steep slopes on the property. See screen capture below. It does not appear that the applicant has provided lot area calculations accounting for the steep slope deductions required as per §300-34A(2) of the Village Code.



5. **Local Waterfront Revitalization Consistency.** The Planning 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. The Applicant has provided a Coastal Consistency Form.

SUBDIVISION PLAN COMMENTS

6. **Steep Slopes.** There appear to be steep slopes on the Project Site. Please show them on the Subdivision Plan. Refer to comments 3 and 4 above.

SUBMISSION MATERIALS

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

- Land Use Approval Application dated November 5, 2023
- Coastal Assessment Form, undated
- Short EAF form Part 1, dated November 5, 2023
- Survey of 2 Castle Hill Close dated January 7, 2021
- Survey of 4 Castle Hill Close dated August 15, 2016
- Site Plans by WardCarpenterEngineersInc., dated September 15, 2023.