



## MEMORANDUM

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

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

**CC:** Lori Lee Dickson, Esq., Village Attorney  
Dan Roemer, Building Inspector

**DATE:** February 29, 2024

**RE:** 83 Main Street

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Stephen Tilly, Architect (the “Applicant” and “Contract Vendee”) is seeking Site Plan approval from the Village Board of Trustees for the renovation of an existing “barn” building to include commercial space on the first floor and one family dwelling on the second floor. Improvements include a new staircase, windows, dormers, and other aesthetic improvements, but the height and overall footprint of the building will not be changed. The property is located at 83 Main Street, Section Block and Lot 3.80-40-3 (“Project Site”) and is in the DB, Downtown Business, zoning district.

## GENERAL AND PROCEDURAL COMMENTS

1. **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. A public hearing conducted by the Village Board will be required for Site Plan approval.
2. **County Board 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 because the project is within 500 feet the Old Croton Aqueduct State Trailway.
3. **SEQR.** This application is categorized as an Unlisted Action under SEQR because it consists of the renovation and changing of use of an existing accessory storage structure (barn) into a mixed-use building. The Village Board declared its Intent to be Lead Agency. The Applicant has submitted a Part 1 Environmental Assessment Form.
4. **Zoning.** The project site is in the Downtown Business (DB) District. The Applicant has provided Bulk Regulations table and appears to need a variance for the rear setback of 10 feet from lots in a residential zoning district. The building is an existing nonconformity, and the Applicant is

not proposing to increase the nonconformity. In accordance with § 300-52F, the Applicant will need to apply to the Zoning Board of Appeals (ZBA) for this variance. The Village Board should consider referring this application to the ZBA for its review.

5. **Architectural and Historic Review Board.** This application will require Architectural and Historic Review Board approval. In accordance with § 300-17C(8), the Village Board of Trustees is responsible for the final review and approval of the application, following review and recommendation from the AHRB.
6. **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. The Applicant has provided a Coastal Consistency Form.

#### **SITE PLAN COMMENTS**

1. **Lighting.** Is the Applicant proposing any outdoor lighting? A lighting plan has not been provided.
2. **Site Access.**
  - a. How will tenants and customers access the site? The alley way looks narrow. How will that access be improved for safety and use by the public. If access is proposed from the rear of the property through the neighboring property, an access agreement needs to be provided to the approving board for their review.
  - b. It is recommended that this application be referred to the Fire Department for their review with regard to emergency access.
3. **Payment in Lieu of Parking.** In order to identify the exact number of parking spaces required for this project, the Applicant should provide a calculation of the net floor area related to each use. The Applicant may then request a payment in lieu of parking per Section 300-48(H)(4). The following parking standards will apply to the project:
  - a. **Retail** – 1 space for every 500 square feet of floor area
  - b. **Office** – 1 space for every 333 square feet of floor area
  - c. **Mixed Use** – 1 space per dwelling unit plus .25 space per bedroom
4. **Signage.** Will there be signage on the barn? If so, please provide those details.
5. **Survey.** Please provide a stamped survey of the property.

## **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 by Stephen Tilly, dated January 22, 2024.
- AHRB Application by Kevin Hartnett, dated January 22, 2024
- Short Environmental Assessment Form, Part 1, by Stephen Tilly, dated January 23, 2024.
- LWRP Consistency Review Coastal Assessment Form, not signed and undated.
- Survey by Summit Land Surveying, dated March 11, 2021.
- Engineering Plan Set by Building Structural Engineering Services LLC< dated October 20, 2017, including:
  - S-1 Foundation Plan, Sections, Details and General Notes
  - S-2 Roof Framing Plan, Sections, Details and General Notes
- Architectural Plan Set, by Stephen Tilly, dated July 1, 2023, last revised November 20, 2023, including the following:
  - T-100 Title Sheet
  - A-100R Plans & Sections
  - A-200R Elevations