



## **VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA**

**MEETING DATE:** MARCH 8, 2022

**AGENDA ITEM SECTION:** DISCUSSION AND RESOLUTION ITEMS

**AGENDA ITEM NO. :** 1

**AGENDA ITEM:**

**DISCUSSION:** 417 BROADWAY/SACRED HEART – CONSIDERATION OF SITE PLAN

**RESOLUTION:** SCHEDULING A PUBLIC HEARING FOR SITE PLAN APPROVAL FOR THE APPLICATION OF 417 BROADWAY/SACRED HEART ON MARCH 22, 2022

**ITEM BACKUP DOCUMENTATION:**

1. MEMORANDUM AND ATTACHED PLAN SUBMITTAL FORM DATED FEBRUARY 28, 2022, FROM DAN ROEMER/BUILDING INSPECTOR, TO LIZ DREAPER/VILLAGE CLERK
2. 417 BROADWAY SITE PLAN DRAWINGS
3. MEMORANDUM DATED FEBRUARY 28, 2022 FROM MS. VALERIE MONASTRA, AICP/VILLAGE'S PLANNING CONSULTANT TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES
4. DRAFT RESOLUTION
5. DRAFT LEGAL NOTICE FOR PUBLIC HEARING

# Memo, Agenda Item

**To:** Liz Dreaper  
**From:** Dan Roemer  
**CC:**  
**Date:** 2/28/2022  
**Re:** 03-08-22

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Please place on the 03-08-22 BOT agenda a referral from the Building Official for the Board to re-review an application from 417 Broadway (Sacred Heart Church).

Item: "Received a positive review from the Planning Board for site plan review of expanded parking & new lighting at Sacred Heart Church."

BI comments: This is in the DG zone, so is the final approval of the BOT. The expansion of additional blacktop is within code and is being off-set by a proposed new storm water retention system but the photo metrics of the new lighting should be reviewed to assure it is not intrusive upon any neighboring properties.

Dan Roemer

Land Use Officer

**Plan Submittal Form**

Address: 417 BROADWAY

Application #: \_\_\_\_\_

Project: ARCH CHOICES OF NEW YORK  
~~ARCH CHOICES~~  
PARKING LOT IMPROV.

Name: MR ANTHONY ZAINO

Email: AZAINO @ CHARTER.NY

Phone: 203 417 - 2979

Plans attached are being submitted for (check appropriate box):

- ☐ Building permit application 1 PDF copy & 2 paper copies ¼ scale
- ☐ Amendment to an application or permit, 2 sealed copies
- ☐ Final As Built to close permit, 1 sealed copy
- ☐ Final survey to close permit, 1 sealed copy

Plans attached are submitted at the direction of the Building Inspector for review by the following board (check all that apply):

- ☒ BOT - 1 PDF copy + 5 paper copies ¼ scale
- ☐ PB - 1 PDF copy + 4 paper copies ¼ scale
- ☐ ZBA - 1 PDF copy + 4 paper copies ¼ scale
- ☐ AHRB - 1 PDF copy + 2 paper copies ¼ scale

Received Stamp:











## MEMORANDUM

**TO:** Mayor Rossillo and Members of the Village Board of Trustees

**FROM:** Valerie Monastra, AICP

**CC:** Dan Roemer, Building Inspector  
Anthony Oliveri, P.E., Village Engineer  
Melissa Gilbon Ferraro, Village Administrator  
Lori Lee Dickson Esq., Village Attorney

**DATE:** February 28, 2022

**RE:** 417 Broadway

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RC Church of Sacred Heart ("Applicant") is seeking site plan approval to repave the parking lot and upgrade the exterior lighting and landscaping ("Project"). The property is located at 417 Broadway, Section Block and Lot number 3.90-49-1.1 ("Project Site") and is located in the DG "Downtown Gateway" district.

## GENERAL AND PROCEDURAL COMMENTS

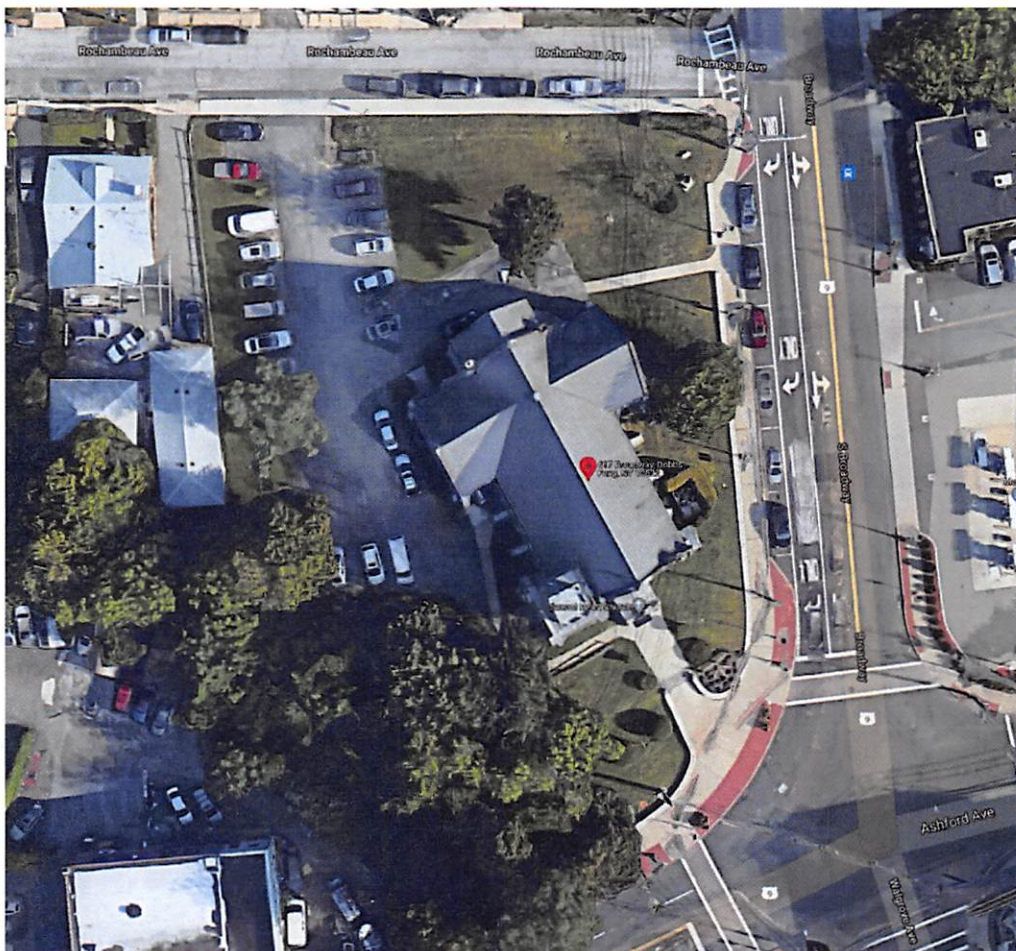
1. **SEQR.** This Application is categorized as a Type II under SEQR because the project will result in the "construction, or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or use variance and consistent with local land use controls." The Applicant has provided a Short EAF Part 1.
2. **Site Plan Approval.** Per §300-52 of the Zoning chapter, this application requires Site Plan approval by the Village Board and a recommendation by the Planning Board. At the February 3, 2022, Planning Board meeting the Planning Board voted to refer this application back to the Village Board. The Board voted not to conduct a public hearing or issue a formal resolution to expedite the process.
3. **Zoning.** The Applicant provided a zoning table for the DG zone, and it appears the Applicant will meet all the requirements.
4. **County Board Referrals.** This project requires 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 as it is less than 5,000 square feet and within 500 feet of Broadway, NYS Route 9. Notification was sent to the County on February 28, 2022.

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. The Applicant has provided a Coastal Consistency Form.

#### OUTSTANDING SITE PLAN COMMENTS

1. **Parking.** The Applicant is proposing to repave and repaint the existing parking lot, as well as add two (2) cobble curves. The Project will add additional parking spaces. It is noted that in recent aerial photographs it appears that cars are already utilizing the grass area as parking spaces. The proposed site plan would improve the current parking situation. The site plan should be updated to include the dimensions of the parking spaces, parking aisle, and curb cuts. Standards for parking lots can be found in §300-48(D) of the Zoning chapter.



2. **Lighting.** The Applicant provided a lighting plan. The Applicant should also provide lighting details. All lighting must comply with §300-41 of the Zoning chapter.

#### **ENGINEERING COMMENTS**

Attached to this memorandum are the remaining engineering comments which the engineer recommends being included as conditions of site plan approval.

#### **SUBMISSION MATERIALS**

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

- Site Plan Application by Reverend Christopher Montauro, dated January 20, 2022
- Site Plan by AZ Associates LTD., stamped and dated August 2, 2021
- Planting Plan by AZ Associated LTD., stamped and dated September 15, 2021





Dolph Rotfeld Engineering Division

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## MEMORANDUM (1)

**TO:** Stephen Hunter, Planning Board Chairman

**CC:** Planning Board Members  
Richard Leins, Interim Village Administrator  
Dan Roemer, Building Inspector  
Dan Pozin, Planning Board Attorney  
Valerie Monastra, Village Planner

**FROM:** Anthony Oliveri, P.E.

**DATE:** February 2, 2022

**RE:** Site Plan Review  
417 Broadway – Sacred Heart Church  
Village of Dobbs Ferry

With regard to the above-mentioned project, this office has reviewed the following plans and submittals:

- Plan Submittal Form, Site Plan Application, Short Environmental Assessment Form, Site plan checklist, Coastal Assessment Form, prepared by Vernon Hill Land Development Corporation, Dated 1/20/2022
- Letter to the Planning board created by Nelson Pope Voorhis, Dated 2/1/2022
- Affidavit of Notice to Neighbors, created by Vernon Hills Land Development Corporation dated 9/23/2022
- Escrow Account Verification Email, created by Ed Manley, not dated
- Site Plan and Planting Plan For Parking Lot Improvements, created by AZ Associates LTD., Stamped by Antonio Zaino dated 9/15/2021

Description of work: Renovations and additions to an existing one-family residence, with new porch and patio.

Our comments are as follows:

1. Provide dimensions for all parking spaces and aisle widths.

2. An erosion and sediment control plan and details must be provided.
3. Calculations verify the sizing of cultec units must be provided for the increased impervious areas proposed. Clarification with regard to an overflow or outlet to the detention system must be detailed as the design states infiltration is not being considered.
4. Test pits must be performed to confirm soil type and to determine the elevation of ledge rock and groundwater prior to construction.
5. Provide a minimum of an 18" sump at the proposed drain inlet for water quality.
6. Indicate existing and proposed topography to confirm positive pitch to the proposed drain inlet.
7. The existing driveway may be used as a construction entrance. Add the following note to the plan, "The paved street adjacent to the site entrance shall remain clear and will be swept daily to remove an excess dirt, mud or rock tracked offsite."
8. Details for the proposed cultec system should include:
  - a. Actual configuration of system.
  - b. Include at least one inspection port per row of cultecs and include in the details.
  - c. Provide all rims, inverts and sump elevations for any proposed piping and the proposed detention system.
  - d. Provide manufacturers details required for installation in paved areas.

The applicant should provide annotated responses to each of the comments outlined herein with any subsequent submissions. We will be happy to continue our review once responses are provided.

Thank you

**417 BROADWAY (SACRED HEART CHURCH) - SITE PLAN APPLICATION –  
PUBLIC HEARING**

**WHEREAS**, at the meeting on October 12, 2021 the Board of Trustees of the Village of Dobbs Ferry acknowledged receipt of a site plan application by Sacred Heart Church for property at 417 Broadway in the DG (“Downtown Gateway”) Zoning District to approve the proposed upgrade and expansion of parking and related improvements to lighting, landscaping and stormwater management (the “Project”), declared that it would serve as Lead Agency for purposes of SEQRA, and directed referral to the Dobbs Ferry and County Planning Boards for comments and recommendations; and

**WHEREAS**, the matter having now been returned to this Board’s agenda, it is necessary to schedule a public hearing in advance of further review and action on the application.

**NOW BE IT RESOLVED**, that, the Board of Trustees of the Village of Dobbs Ferry hereby calls for a public hearing to be scheduled on Tuesday, March 22, 2022 at 6:30 p.m., or as soon thereafter as the matter may be heard, to receive public comment and consider the request for site plan approval for the Project at 417 Broadway.



**VILLAGE OF DOBBS FERRY**  
112 Main Street  
Dobbs Ferry, New York 10522  
TEL: (914) 231-8500 • FAX: (914) 693-3470

**PLEASE TAKE NOTICE** that the Dobbs Ferry Village Board of Trustees will conduct a public hearing at Village Hall, 112 Main Street on Tuesday, March 22, 2022 at 6:30 p.m., or as soon thereafter as the matter may be heard, to consider a request by Sacred Heart Church for approval of site plan amendments consisting of a proposed upgrade and expansion of parking and related improvements to outdoor lighting, landscaping and stormwater management for property at 417 Broadway in the DG (“Downtown Gateway”) zoning district. In keeping with the Village’s goal of protecting public health, the Hearing will be conducted using a hybrid format with both in-person and virtual participation options available to the public. For virtual participation, interested parties may be heard using a web-based videoconferencing service by: (i) typing “join.zoom.us” on your web browser and entering the Webinar ID #205 957 953, Passcode: 309361; or (ii) using the direct link [https://zoom.us/j/205957953?pwd=aU5YNHJVYkxub2lWN0RzQUZoVzROUT09](https://zoom.us/j/205957953?pwd=aU5YNHJVYkxub2lWN0RzQUZoVzROUT09;); or (iii) dialing telephone number 929 205 6099. Parties may also provide written comments in advance of the hearing to the Village Clerk, 112 Main Street or by e-mail [LDreaper@dobbsferry.com](mailto:LDreaper@dobbsferry.com). Further details on the proposed site plan amendment and instructions for participation may be found online at the Village of Dobbs Ferry website [www.dobbsferry.com](http://www.dobbsferry.com)

**BY ORDER OF THE BOARD OF TRUSTEES**

Dated: \_\_\_\_\_ 2022

Elizabeth Dreaper  
Village Clerk