

# **Appendix C**

## **Local Agency Correspondence**





## ***MEMORANDUM***

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**To:** Chairman McLaughlin & Members of the Planning Board  
**From:** Patrick Cleary, AICP, CEP, PP, LEED AP  
**Date:** June 3<sup>rd</sup>, 2021 Planning Board Meeting  
**Re:** The Meadows at Briarcliff – 715 Sleepy Hollow Road, Briarcliff Manor – (Section 105.17 Block 1 Lot 15) – Subdivision, Steep Slope Permit and SEQR Reviews

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The following memorandum addresses the Subdivision and Steep Slope Permit applications submitted by Meadows at Briarcliff, LLC for property located at 715 Sleepy Hollow Road, Briarcliff Manor. The material reviewed consisted of a Subdivision Application Form, a full Environmental Assessment Form, a Comprehensive Site Analysis prepared by Zappico Real estate Development, LLC, which includes:

- Cover Letter
- Title Report
- Zoning Data Table
- Steep Slope Application Form
- Wetland Study
- Traffic Impact Study
- Stormwater Report and Drainage Analysis
- Threatened and Endangered Species Habitat Suitability Assessment Report
- Soils Report
- Project mapping

And the following plans:

- Tree Survey, prepared by Ward Carpenter Engineers, Inc., dated January 12, 2021
- 1/10 Existing Conditions, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 2/10 Proposed Subdivision Layout, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 3/10 Proposed Utility Layout, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 4/10 Proposed Stormwater Layout, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.

- 5/10 Sediment & Erosion Control Plan, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 6/10 Steep Slope Analysis, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 7/10 Tree Protection, Preservation and Reforestation Plan, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 8/10 Wetland Plan, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 9/10 Proposed Road Profiles, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 10/10 Driveway Profiles, prepared by Zappico Real Estate Development, sealed by Roy Fredriksen, P.E., dated February 22, 2021.
- 1/1 Cluster Layout, prepared by Zappico Real Estate Development, dated May 17, 2021.

**PROPOSED PROJECT:**

The proposed development involves subdividing the 36.8-acre parcel to create 31 clustered single-family lots. 29 new single-family homes are proposed, and two existing residences currently located on the property would be preserved. The lots would be accessed via a new dead-end roadway supporting two separate cul-de-sacs. The new homes would be served by public sewer and water connections to the Saw Mill Valley Sewer District and Briarcliff Manor Village Water District.

A conventional 31 lot subdivision plan has been submitted conforming to the applicable R-40 zoning district requirements to justify the proposed cluster subdivision lot count. The lots in the cluster subdivision would be approximately 20,000 square feet in area, resulting in a conservation area of approximately 21.5 acres (58% of the property).

**EXISTING SITE CONDITIONS:**

The Project Site is located on the east side of Sleepy Hollow Road, abutting the western shoreline of Pocantico Lake. The 36.8-acre property is predominantly wooded and currently supports a two-story frame residence located in the central portion of the site, along with a tennis court, pool, cabana and two garages. A second 1 ½ story residence is located on the northern edge of the site. A common driveway accesses both residences from Sleepy Hollow Road.

The site contains areas of regulated steep slopes and rises from a low point of approximately 230 feet along Pocantico Lake to a high point of over 370 feet located in the northwest corner of the site. Locally regulated wetlands are present in the southwestern portion of the site. Portions of the site are located within the Pocantico Lakes Critical Environmental Area and a Significant Natural Community (an Oak Tulip Forest, which is a vulnerable habitat).

**REVIEW PROCESS:**

Prior to undertaking a detailed review of the application as submitted, the Planning Board must determine how it will undertake the SEQR review of the application.

The following steps are recommended:

- At the June 3 Planning Board Meeting – Designate Intent to Serve as Lead Agency for the SEQR review of the action.
- Classify the Action – The proposed Does not meet any Type I criteria, as a result, the Proposed Action is classified as an Unlisted Action.
- Begin considering whether an Environmental Impact Statement is necessary to evaluate the potential impacts of the Proposed Action.

Issues to Consider:

- A full Environmental Assessment Form was submitted, reflecting the conventional 31 lot R-40 subdivision. A similar EAF for the proposed cluster plan should also be provided.
- A Traffic Impact Study was submitted, prepared by Kimley Horn. This study concludes that the Proposed Development will generate an additional 21 AM and 29 PM peak hour vehicle trips. The Levels-of-Service at the two adjacent intersections that were studied would operate at LOS A.
- A Wetlands Survey was submitted, prepared by Paul J. Jaehnig. This survey identified a large locally regulated wetland occupying the southwestern quadrant of the site, and a smaller wetland pocket, just to the north.
- A Drainage Analysis was submitted, prepared by Wasp Engineering Group.
- A Custom Soil Resource Report was submitted, prepared by the US Department of Agriculture, Natural Resources Conservation Service.
- Mapping was submitted depicting the Pocantico Lakes Critical Environmental Area and the Oak Tulip Forest vulnerable habitats, which are both located on the site.
- Additional assessment of the site revealed:
  - ✓ The NY Natural Heritage Program database identified the presence of a protected species on the site (Kentucky Warbler).
  - ✓ A mapped floodplain extends along the western edge of Pocantico Lake, which appears to extend into the Site.
- To support the Boards evaluation of the “significance” of the Proposed Action, The SEQR Handbook offers some guidance. It establishes two key

characteristics to consider when determining the significance of an action; “magnitude” and “importance.”

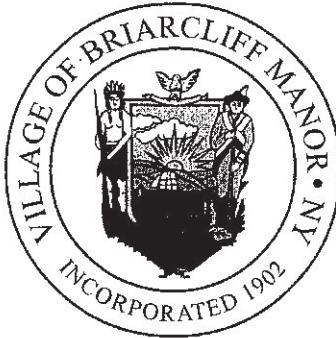
*Magnitude* – accesses factors such as severity, size or extent of an impact.

*Importance* – relates to how many people are going to be impacted or affected by the project, the geographic scope of the project, duration and probability of occurrence of each impact, and any additional social or environmental consequences that would occur if the project proceeds.

If any of the potential adverse impacts resulting from the Proposed Action exceed a magnitude or importance threshold, then a Positive Declaration and the preparation of an Environmental Impact Statement is warranted.

- Whether the Board moves along the Pos Dec or Neg Dec path, it appears that additional consultants may be necessary to support the review of the Proposed Action. At a minimum Steve Coleman should be engaged to review the wetland aspects of the project, as well as the habitat impacts. The CAC should also be engaged as early as possible in the review process. It may also be appropriate to engage a traffic consultant to review the traffic study. It is unclear if hydrological, engineering or geotechnical consultants would be necessary.

VILLAGE OF BRIARCLIFF MANOR  
1111 PLEASANTVILLE ROAD  
BRIARCLIFF MANOR, N.Y. 10510



[engineer@briarcliffmanor.org](mailto:engineer@briarcliffmanor.org)

TELEPHONE: (914) 944-2770

FAX: (914) 941-4837

July 1, 2021

Town of Mount Pleasant Planning Board  
One Town Hall Plaza  
Valhalla, New York 10595  
Attn: Michael H. McLaughlin, Chairman

Re: Meadows at Briarcliff  
715 Sleepy Hollow Road, Briarcliff Manor, New York  
Notice of Intent to Serve as SEQRA Lead Agency

Dear Chairman McLaughlin:

The Village of Briarcliff Manor Building Department is in receipt of the above referenced document. The Village takes no exception to the Mount Pleasant Planning Board acting as Lead Agency under SEQRA for the above project. Please be advised though that the Village of Briarcliff Manor should be designated as an Involved Agency for the project as the project proposes the use of Briarcliff Manor water and sewer service for which permits/approvals shall be required from the Village.

If you have any questions, please call me.

Very truly yours,

David J. Turiano P.E.  
Village Engineer

cc: Carolyn Saracino, Planning Board Secretary  
Philip E. Zegarelli, Village Manager  
Daniel Pozin, Esq., Village Attorney



George Latimer  
County Executive

**LEAD AGENCY NOTIFICATION RESPONSE**

July 9, 2021

Carolyn Saracino, Planning Board Secretary  
Town of Mount Pleasant Planning Board  
One Town Hall Plaza  
Valhalla, NY 10595

Dear Ms. Saracino:

The Westchester County Planning Board has received Notice of Intent to be Lead Agency pursuant to the NYS Environmental Quality Review Act (SEQR) for the following action:

Project Name/File Number: **Meadows at Briarcliff — MTP 21-005**

Action: **Site Plan and Subdivision**

Location: **715 Sleepy Hollow Road**

We have no objection to the Mount Pleasant Planning Board assuming Lead Agency status for this review.

The County Planning Board looks forward to continuing its review of the site plan as an Interested Agency.

Respectfully,  
WESTCHESTER COUNTY PLANNING BOARD

By:



Norma V. Drummond  
Commissioner

NVD/MV





Creating value by unlocking opportunities

# Planning & Development Advisors

November 1, 2021

Mr. David Turiano, Village Engineer  
Village Hall  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510

Re: Meadows at Briarcliff Manor Cluster Subdivision

Dear David,

I hope this correspondence finds you well. I have been retained by Zappico Real Estate Development, LLC (the Applicant) to prepare an environmental impact statement (EIS) for the proposed subdivision of an approximately 37-acre area in the Town of Mount Pleasant. The proposal calls for a 31-lot cluster subdivision consisting of 29 new single-family lots and the preservation of two existing residences on separate lots, to be developed as single-family residences. The subject site is located at 715 Sleepy Hollow Road, east of Pocantico Lake, south of the municipal boundary with the Village of Briarcliff Manor (see attached site location map, also known as Town of Mt. Pleasant Tax Map Section 105.17 Block 1 Lot 15). The proposed construction includes primary access from Sleepy Hollow Road.

The Applicant proposes a cluster subdivision to preserve existing natural landscapes of hills, wetlands, slopes and vegetation. The balance of the homes would be on lots of approximately one acre each. The current cluster subdivision proposal preserves approximately 21.56 acres of the site as open space. A homeowner's association will be established to take care of maintenance of roads, grounds, garbage pickup, etc.

1. While the Project is located within the Archville Fire District, the site is served by the Briarcliff Manor Ambulance Corps (BMAC). I did not see a contact person for the BMAC and would appreciate it if you could forward this letter to them so that we can adequately respond to information requested in the required environmental impact statement.
2. Correspondence from BFJ dated 10/18/21 references an agreement with the Town of Mt. Pleasant regarding the provision of ambulance services based on a per resident basis. Please advise if you could forward a copy of that agreement?
3. The aforementioned BFJ letter mentions a hydrant rental agreement, please advise if you can forward that document as well.
4. It would be helpful if the BMAC could provide some background as to the number of calls for service they have experienced over the last three years along with staffing.

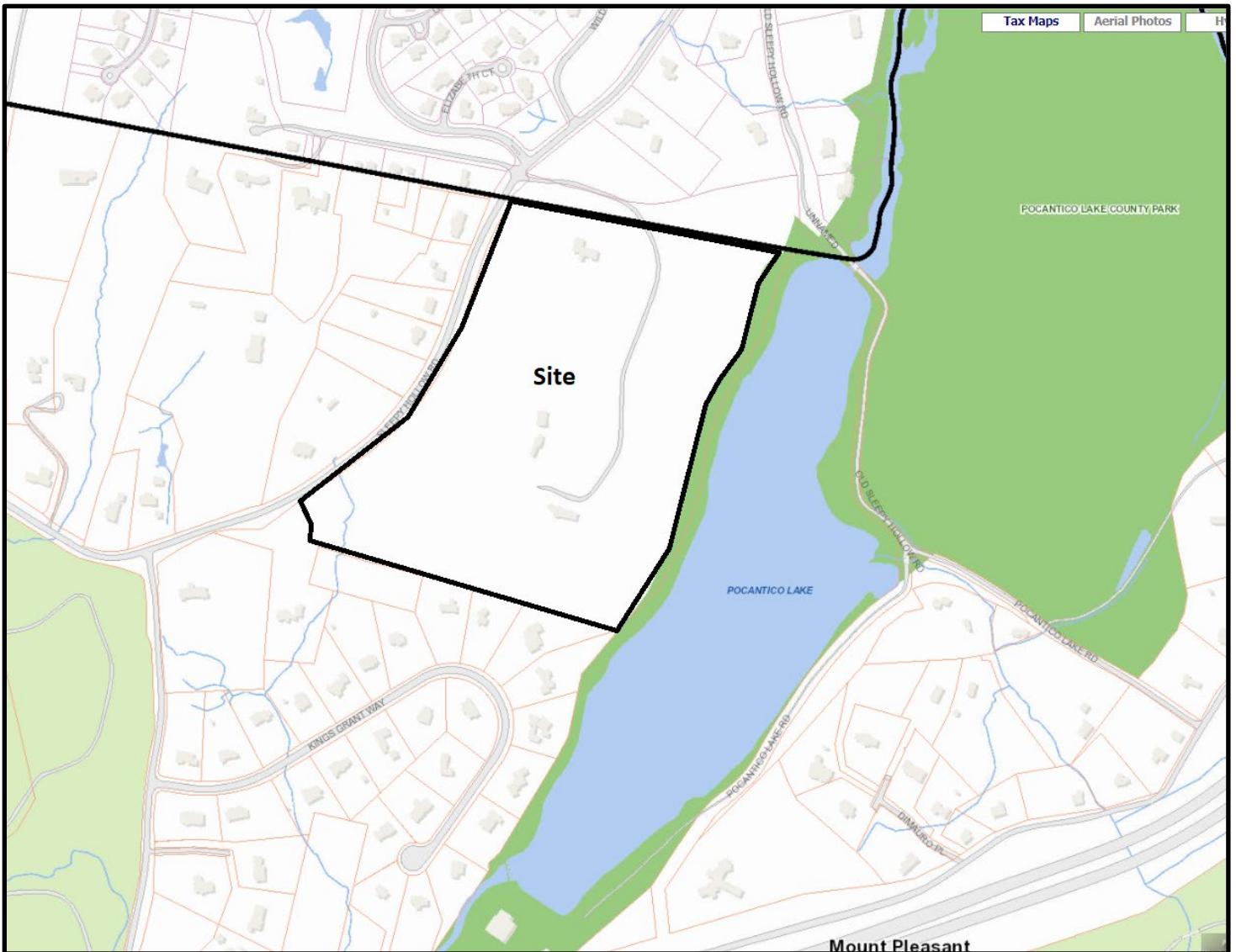
There are other items that our project team will likely reach out to you to discuss that are engineering related. You can expect to hear from them shortly.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "David B. Smith".

David B. Smith, Principal



## **Proposed Cluster Subdivision Layout**

**Meadows at Briarclifff Manor  
Zappico Real Estate Development, LLC**



Not to scale



**CONSERVATION  
EASEMENT**  
1,033,940 SF  
~23.74 AC

**CONSERVATION  
EASEMENT**  
1,033,940 SF  
~23.74 AC

**Proposed Cluster Subdivision  
Layout**  
**Meadows at Briarcliff Manor**  
**Zappico Real Estate Development, LLC**



November 1, 2021

Mr. Paul Oliva, Chief  
One Town Hall Plaza  
Valhalla, NY 10595

Re: Meadows at Briarcliff Manor Cluster Subdivision

Dear Chief Oliva,

Planning & Development Advisors has recently been retained by Zappico Real Estate Development, LLC (the Applicant) to prepare an environmental impact statement (EIS) for the proposed subdivision of an approximately 37-acre area in the Town of Mount Pleasant. The proposal calls for a 31-lot cluster subdivision consisting of 29 new single-family lots and the preservation of two existing residences on separate lots, to be developed as single-family residences. The subject site is located at 715 Sleepy Hollow Road, east of Pocantico Lake, south of the municipal boundary with the Village of Briarcliff Manor (see attached site location map, also known as Town of Mt. Pleasant Tax Map Section 105.17 Block 1 Lot 15). The proposed construction includes primary access from Sleepy Hollow Road.

The Applicant proposes a cluster subdivision to preserve existing natural landscapes of hills, wetlands, slopes and vegetation. The balance of the homes would be on lots of approximately one acre each. The current cluster subdivision proposal preserves approximately 21.56 acres of the site as open space. A homeowners association will be established to take care of maintenance of roads, grounds, garbage pickup, etc.

The Town of Mount Pleasant Planning Board is acting as the Lead Agency in this matter under the State Environmental Quality Review (SEQR) laws. The scoping outline for this project has identified that we contact your office for input on the proposed action. In order to comply with the Planning Board's request, we have provided for your review and response, a series of items that the Planning Board has requested that we provided as a part of the Environmental Impact Statement.

1. What is the extent of the area patrolled by the Town of Mount Pleasant Police Department?
2. Currently, how many uniformed and civilian members are part of the Town of Mount Pleasant Police Department? Please provide a general description of vehicles and equipment at the Department's disposal.
3. Are there any police sub-stations within the Town, if yes, where?
4. Within the past three years how many calls-to-service has the Town of Mount Pleasant Police Department responded to? Can you provide a general sense for the majority of service calls?

5. What would be the estimated response time to the proposed site?
6. Please provide some description as to how the Police Department handles patrol details throughout the Town.

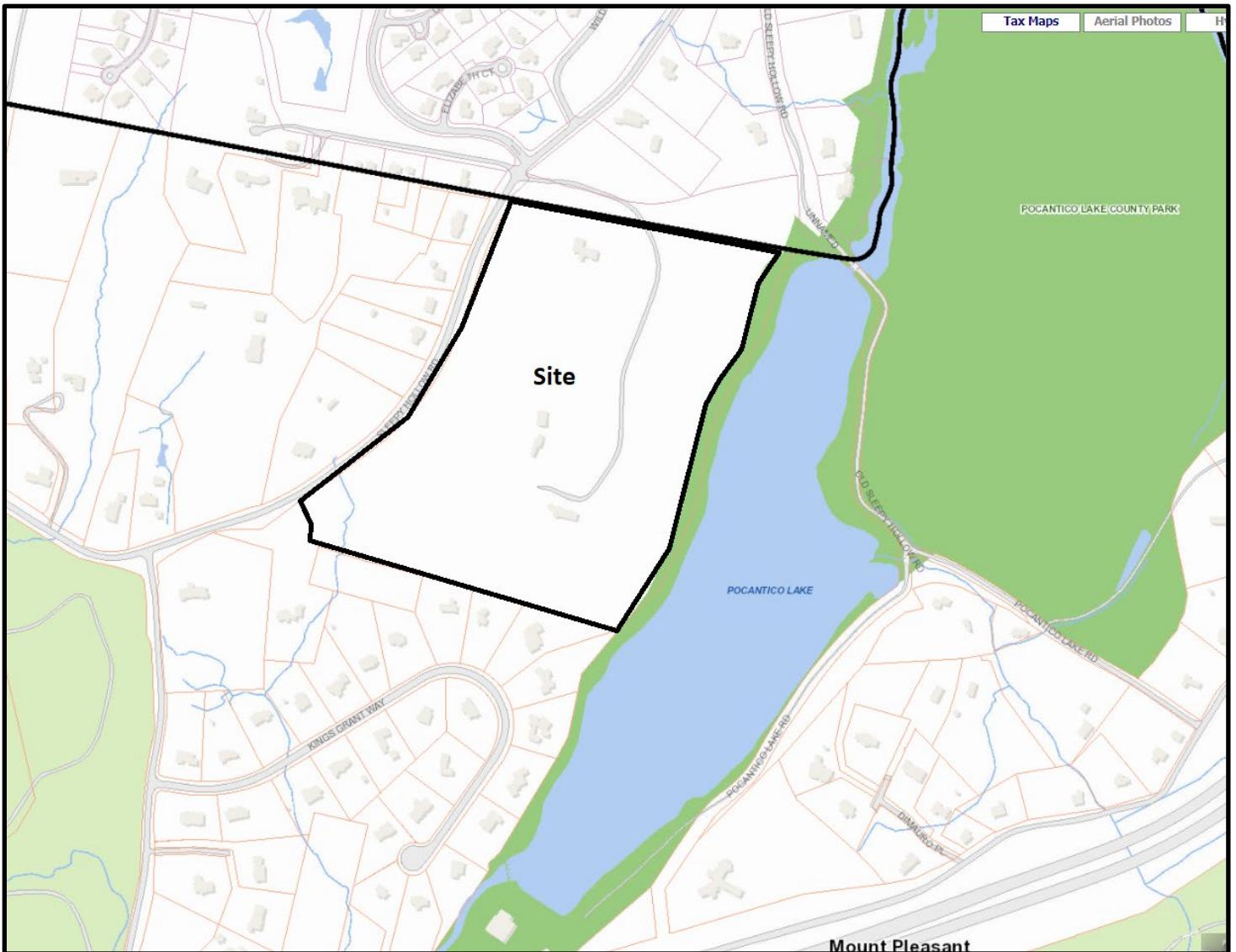
I have enclosed a site location map and a preliminary subdivision. If you have any questions or require further information, please feel free to contact me.

Thank you for your attention in this matter. I look forward to receiving your response to the above items.

Sincerely,

A handwritten signature in black ink, appearing to read "David B. Smith".

David B. Smith, Principal



## **Proposed Cluster Subdivision Layout**

**Meadows at Briarclifff Manor  
Zappico Real Estate Development, LLC**



Not to scale



Not to scale

**Proposed Cluster Subdivision Layout**  
**Meadows at Briarcliff Manor**  
**Zappico Real Estate Development, LLC**



# Planning & Development Advisors

Creating value by unlocking opportunities

November 1, 2021

Peter E. West, Jr., Secretary  
Archville Fire Department  
One Union Street  
Scarborough, NY 10510

Re: Meadows at Briarcliff Manor Cluster Subdivision

Dear Mr. West,

Planning & Development Advisors has recently been retained by Zappico Real Estate Development, LLC (the Applicant) to prepare an environmental impact statement (EIS) for the proposed subdivision of an approximately 37-acre area in the Town of Mount Pleasant. The proposal calls for a 31-lot cluster subdivision consisting of 29 new single-family lots and the preservation of two existing residences on separate lots, to be developed as single-family residences. The subject site is located at 715 Sleepy Hollow Road, east of Pocantico Lake, south of the municipal boundary with the Village of Briarcliff Manor (see attached site location map, also known as Town of Mt. Pleasant Tax Map Section 105.17 Block 1 Lot 15). The proposed construction includes primary access from Sleepy Hollow Road.

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The Town of Mount Pleasant Planning Board is acting as the Lead Agency in this matter under the State Environmental Quality Review (SEQR) laws. The scoping outline for this project has identified that we contact your office for input on the proposed action. In order to comply with the Planning Board's request, we have provided for your review and response, a series of items that the Planning Board has requested that we provided as a part of the Environmental Impact Statement.

1. What is the service area covered by the Archville Fire Department?
2. How many members are there in the Fire Department?
3. What are the locations of all fire stations within the District and please provide a description of all firefighting vehicles and other apparatus?
5. Estimated number of responses to calls over the past three years? Can you provide a general sense for the majority of service calls?
6. What is the estimated response time to the project site?

7. Does the Archville Fire District participate in a mutual aid program with surrounding communities?
8. Does the Fire Department have a capital improvement program for the purchase of new equipment? If so, what type of equipment is the Fire Department contemplating purchasing?

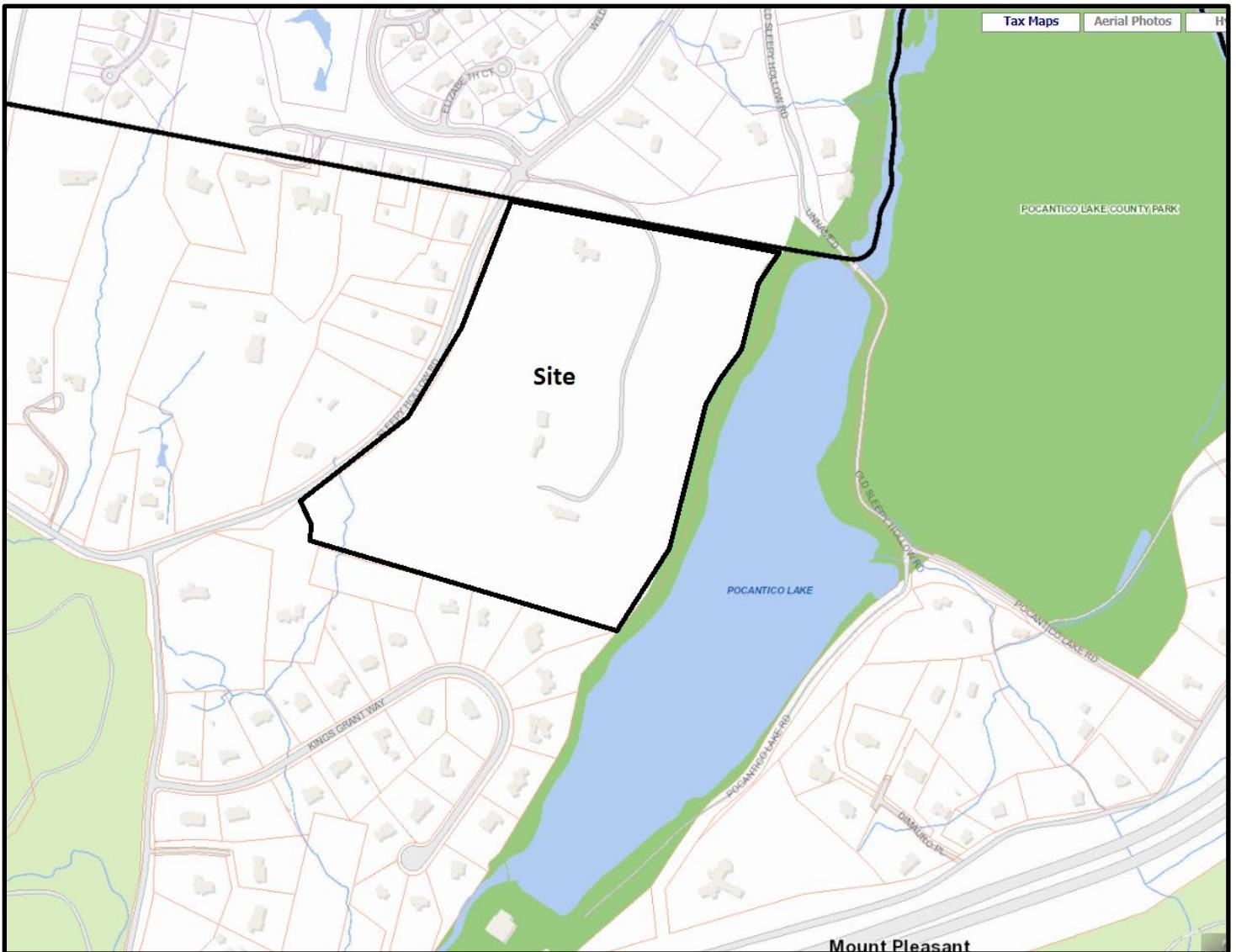
I have enclosed a site location map and a preliminary cluster plan for your review. If you have any questions or require further information, please feel free to contact me.

Thank you for your attention in this matter. I look forward to receiving your response to the above items.

Sincerely,

A handwritten signature in black ink, appearing to read "DBS".

David B. Smith, Principal



## **Proposed Cluster Subdivision Layout**

**Meadows at Briarclifff Manor  
Zappico Real Estate Development, LLC**



Not to scale



Not to scale

**Proposed Cluster Subdivision Layout**  
**Meadows at Briarcliff Manor**  
**Zappico Real Estate Development, LLC**

Town of Mount Pleasant Planning Board  
One Town Hall Plaza  
Valhalla, New York 10595  
Attn: Michael H. McLaughlin, Chairman

Subject: Meadows at Briarcliff  
715 Sleepy Hollow Road, Briarcliff Manor, New York  
Comments on SEQRA Process and Environmental Assessment Form

Dear Chairman McLaughlin:

We are writing on behalf of the Village of Briarcliff Manor with respect to the above referenced project. We are the Village's planning and environmental review consultants and assist the Village in review of land use and zoning applications. Following up on the Village's July 1, 2021 letter to the Town of Mount Pleasant Planning Board from the Village Engineer, David Turiano, I want to reiterate The Village's request to be designated as an Involved Agency for the project as the project proposes the use of Briarcliff Manor water and sewer service for which permits/approvals are required from the Village. Further, the July 7, 2021 Full Environmental Assessment Form (EAF) should be revised to include the Village of Briarcliff Manor as an Involved Agency and note that approval of water and sewer service connections is required.

We offer the following comments on the documents distributed to the Village to date:

#### Notice of Intent to Serve Letter

- The letter references "Village of Briarcliff Manor Water District". This is incorrect it should be revised to read "Village of Briarcliff Manor Water Department". It should also be noted that the premises is served by the Village of Briarcliff Manor Water Department as an Exterior Service Connection.

CHARLOTTE, NC  
CHATHAM, NJ  
CHICAGO, IL  
NEW YORK, NY  
PITTSBURGH, PA  
STAMFORD, CT  
WASHINGTON, DC

#### Environmental Assessment Form

- B(d) – Shall be checked "yes". Approval is required for water and sewer connections from the Village of Briarcliff Manor.
- D.2(c) – Change to "Village of Briarcliff Manor Water Department"
- D.2(c) – All piping in Briarcliff to be Class 54 DIP
- D.2(C) – Please note the following:
  - o There is existing Village owned water piping and appurtenances thereto on the premises that are not identified.
  - o The Village understands that there is NYC New Croton Aqueduct appurtenances that have not been identified.
- D.2(d) – Please note the following:
  - o The Village owns and operates the adjacent sanitary lift station. Any connection thereto will require a capacity analysis.

PAUL BUCKHURST AIRBA  
FRANK S. FISH FAICP  
GEORGES JACQUEMART PE, AICP  
SARAH K. YACKEL AICP  
SUSAN FAVATE AICP, PP

BUCKHURST FISH  
& JACQUEMART, INC.  
115 FIFTH AVENUE  
NEW YORK, NY 10003  
T. 212.353.7474  
F. 212.353.7494

- The Village will need to be compensated on both an initial and ongoing basis for connection and use of its sanitary facilities.
- D.2(j) – The Applicant indicates that the proposed project will not result in a substantial increase in traffic above present levels. How was this determination made? No supporting documentation has been provided supporting this response. The Village wants to ensure that there are no negative traffic impacts along Sleepy Hollow Road as it travels north into the Village.

In addition to the above comments, the Village would also like to see an analysis of potential drainage impacts of the project and any potential for surface water to run north off of the project site towards the Village. Given the project site's proximity to Pocantico Lake and tributaries thereto, flooding is an ongoing concern of the Village in this area.

Finally, we ask that the Village be kept informed of the SEQRA review process being undertaken by the Town Planning Board and be sent relevant documents to review as they are made available to the Town, including a draft scoping document should the Town Planning Board ultimately adopt a Positive Declaration requiring the preparation of an Environmental Impact Statement.

Thank you for the opportunity to provide our comments and we look forward to working with the Planning Board on this project.

Sincerely,



Sarah K. Yackel, AICP  
Principal

cc: David Turiano, Village Engineer, Village of Briarcliff Manor  
Carolyn Saracino, Planning Board Secretary, Town of Mount Pleasant  
Philip E. Zegarelli, Village Manager, Village of Briarcliff Manor  
Daniel Pozin, Esq., Village Attorney, Village of Briarcliff Manor



August 27, 2021

Mr. Brian Zappi, P. E.  
Vice President, Zappico Real Estate Development  
17 Saw Mill River Road  
Hawthorne, NY 10532

Re: 715 Sleepy Hollow Road  
Mt. Pleasant

Dear Mr. Zappi,

It is Con Edison's responsibility to provide electric service to the above mentioned location, provided that there is a legal sub-division of the property on file. The utility system will be installed based on your plans and submittals as well as Con Edison's design criteria. Any costs associated with this installation will be determined upon completion of the system design.

Due to the gas moratorium that came into effect on March 16, 2019, the company will no longer be taking on new or additional Westchester gas customers in affected parts of the county.

If there are any questions regarding this matter, please call me at 914 925 6444.

Sincerely,

Kim Cortese  
Customer Project Manager  
Energy Services