



December 21, 2020

Mr. Christopher Kehoe, AICP, Deputy Director  
TOWN OF CORTLANDT  
Department of Technical Services  
Planning Division  
Tow Hall, 1 Heady Street  
Cortlandt, Manor, New York 10567

Re: PB #2020-18  
1 Dogwood Road, Cortlandt Manor  
(S/B/L: 23.13 – 1 – 12, Zone District: “ HC “)

Dear Mr Kehoe,

As it relates to the aforementioned property/project location, and in response to the comments noted in your memorandum of December 4<sup>th</sup>, applicable comments have been addressed and are outlined below. In addition, we call your attention to the attached revised Dwgs. Changes have been “clouded”:

*CK: 2. Based on a review of the above-mentioned drawing and application, the following information as required by Chapter 307-71 of the Town of Cortlandt (Zoning) and other regulations should be submitted for the subject application unless waived by the Planning Board at the applicant's request.*

a. *A complete landscape plan shall be submitted for the subject site with number, size, and species of the proposed plantings.*

*ARQ: Please see Sheet #S-2 attached.*

b. *Show a proposed garbage enclosure as per Chapter 154 of the Town Code.*

*ARQ: Please see Sheet #S-1 attached.*

c. *Show location and details of any proposed site signage.*

*ARQ: Please see Sheet # S-1 attached.*

d. *Provide details on the 5 vans proposed to be parked at the site, i.e. make, model, size, etc.*

*ARQ: Please see Sheet #S-2 attached.*

e. *Add a note to the subject site plan that no outdoor storage is proposed.*

*ARQ: Please see Sheet#S-1 attached.*



f. Remove the Partial Site Plan Approved 2/28/2000 from the 1st page of the drawing set.  
ARQ: Please see Sheet T-1 attached.

CK: 4. The applicant shall submit a written analysis of how the site complies with the special permit conditions of Section 307-65.6. The applicant is advised that the subject Special Permit must be renewed every three (3) years by application to the Planning Board. The subject special permit shall also comply with Section 307-42 of the Town Zoning Code.

ARQ: The Site previously housed an Animal Hospital which had sought and was granted a Site Plan Approval in February of 2000. Our Clients proposed use will not require major Site changes. The majority of the work will consist of enhancing the existing parking conditions and will also include additional landscaping.

The intensity of operations on the Site would result in lessor traffic since no clients/customers are expected to visit the office, and it would be in compliance with 307-42(A):

- No proposed change in size.
- Reduced pedestrian and vehicular traffic.
- No changes in number, location, and heights of walls and fences.
- Landscaping will be maintained and additional trees will be added.
- Parking provided exceeds needs and requirements.

As always, should you have any further comments, questions, and/or concerns, please do not hesitate to contact this office at your earliest opportunity.

Sincerely,

Jorge B. Hernandez, R.A, A.I.A.  
President

Cc: Job File No. 20074

100 Executive Boulevard-Suite #204  
Ossining-New York-10562  
arqht.com  
(914) 944-3377