

To: Mayor Steven A. Vescio and the Village Board of Trustees

From: Sarah K. Yackel, AICP, Principal and Suzanne Goldberg, Planner

Subject: JAM 555 Storage, LLC – Application for Special Permit

Date: July 31, 2024

As requested, we have reviewed the Special Permit Application submitted by JAM 555 Storage, LLC (the “Applicant”) to convert the use of an existing vacant office building to self-storage (the “Project”) at 555 Pleasantville Road located within the Complementary Use Transition 4 (CT4) Zoning District in the Village of Briarcliff Manor, NY (the “Project Site”). According to the information presented in the application, the property is 15.27 acres and consists of 6 buildings and associated site improvements including parking, landscaped areas, loading areas, driveways, and retaining walls. The Project would consist of renovations to the northernmost building. The proposed conversion to self-storage would be limited in nature, proposing no site improvements other than restriping the parking lot north of the building to allow for truck turning and unloading and minor modifications to the exterior of the building’s facade. The Project does not require modifications to the existing North building’s height, lot coverage, and setbacks. The BOT has referred the special permit application to the Planning Board for review and recommendation. The Applicant will also apply to the Planning Board for site plan review.

In support of its application, the Applicant has submitted the following documents and plans:

1. Cover letter prepared by Zarin & Steinmetz, LLP dated July 8, 2024
2. Site Plan prepared by JMC Planning Engineering Landscape Architecture & Land Surveying, PLLC
3. Memo prepared by JMC with a Site Drainage Narrative, Site Utilities / Municipal Infrastructure Study, and Municipal Service Impact Study
4. Marketing Study prepared by Radius+
5. Traffic Study prepared by Kimley-Horn Engineering and Landscape Architecture of New York, P.C.
6. Report prepared by Camoin Associates discussing the Fiscal Impact Analysis and positive tax projection

Review Comments:

Special Permit Application: The Applicant is seeking a special permit to convert the use of an existing vacant office building to self-storage in the northernmost building at 555 Pleasantville Road. According to Village Code Chapter 220-6M(g), the CT4 Zoning District permits self-storage facilities as a Special Permit Use.

Date: July 31, 2024

Page 2 of 6

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Below are comments based on our review of the above documents pursuant to Village Code Chapter 220-6D:

Chapter 220-6.D. Required application submissions.

(1) *A plan for the proposed development of a site for a permitted special use shall be submitted with an application for a special permit. The plan shall be drawn to some convenient scale, and shall show the location of all buildings, parking areas, traffic access and circulation drives, open spaces, landscaping, topography, special features, and any other pertinent information, including such information about neighboring properties as may be necessary to determine and provide for the enforcement of this Zoning Chapter.*

- There is ambiguity regarding the Project Site and its parcels. According to the Tax Map, this North building is bisected by Tax Lot 5 and 6. It is unclear whether these lots have been merged since the “Table of Land Use” only refers to Lot 6. This discrepancy should be clarified.
- Additionally, the Project Site is only zoned partially as CT4. The northern portion of the building is zoned as Residential (R20B). The Village has stated that the intention of the original rezoning to CT4 was to encompass the entire site, although this is not reflected in the zoning map. The CT Rezoning Environmental Assessment Form prepared in 2020 did include an analysis of the entire Project Site – both parcels 5 and 6 – and intended for both lots to be included in the CT4 District. Correction of the Official Zoning Map can happen administratively.
- The Applicant’s “Table of Land Use” presented in the Site Plan only analyzes Tax Lot 6 under CT4 zoning. It should be clarified whether Tax Lot 5 should be or is included in this analysis (see comment above).
- The Applicant’s “Table of Land Use” shows that the proposed lot area, lot width, building height, lot coverage of both principle and accessory buildings, as well as front, rear, and side building setbacks will remain unchanged. The existing building meets all dimensional requirements for the use within the CT4 District except for the side yard setback – 100 (single)/200 (combined) feet are required, 73/147 feet are provided. This is an existing nonconformity. The proposed project will not increase the degree of this existing nonconformity; therefore, a variance is not required.

Date: July 31, 2024

Page 3 of 6

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(2) *A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Chapter 184, Article I, Stormwater Management and Erosion and Sediment Control, shall be required for any special permit approval that qualifies or authorizes a land development activity as defined in Chapter 184, Article I. The SWPPP shall meet the performance and design criteria and standards in Chapter 184, Article I. The approved special permit shall be consistent with the provisions of Chapter 184, Article I.*

- The Applicant submitted a memorandum including a Site Drainage Narrative.
- The proposed conversion to self-storage will not create changes in coverage or new impervious areas. The Applicant states that, therefore, stormwater runoff rates and volumes will not increase.
- The Applicant has requested record maps from the Village Engineering Department to confirm the existing catch basins and pond connected to existing infrastructure within Pleasantville Road.
- The Applicant's observations and GIS topography suggest that drainage infrastructure ultimately discharges to a tributary of the Pocantico River.
- The soils on the property are categorized as Hydrologic Soil Group B and are well drained according to the USDA Web Soil Survey. The Applicant proposes employing erosion and sediment control measures throughout construction as required. Measures include silt fencing and inlet protection to prevent the transport of sediment from work areas.
- The Applicant proposes cleaning all accumulated sediment and removing all temporary erosion and sediment control practices from the pavement and storm drainage system once the work is completed.
- Specifics related to the engineering of on-site drainage facilities will be reviewed as part of Site Plan Review by the Planning Board.

(3) *A marketing study shall be provided demonstrating that a viable and robust market exists for the proposed use.*

- According to the Marketing Study prepared by Radius+, a viable market exists for self-storage in Briarcliff Manor. The study shows that Briarcliff Manor is an undersupplied micro market.
- Radius+ states that equilibrium of supply and demand in self-storage is typically 7.4 SF per person, yet their calculations are below this metric within a 5-mile radius of the Project Site.

Date: July 31, 2024

Page 4 of 6

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- This analysis took into account the 8 existing or potentially planned facilities within 5 miles of the proposed location.

(4) *An infrastructure and utility study shall be provided demonstrating that the infrastructural and utility network serving the site is in good working order, and that adequate capacities exist to support the proposed use. This study shall include an Inflow and Infiltration (I&I) analysis and shall document how I&I will be reduced by a 3:1 ratio, either on or in the immediately vicinity of the site, or elsewhere in the Village.*

- The Applicant submitted a memorandum including a Site Utilities and Municipal Infrastructure Study.
- The Project Site is served by municipal water infrastructure and is within the Village of Briarcliff Manor water district. The Applicant is unaware of any infrastructure issues associated with the existing water system.
- The Project Site is served by municipal sanitary sewer infrastructure and lies within the Saw Mill county sewer district. The Applicant is unaware of any infrastructure issues associated with the sanitary sewer system.
- The study states that the proposed change of use is expected to reduce water usage and sewage generation, as self-storage requires a minimal number of employees as compared to an office building. Therefore, there is no anticipated impact on the existing municipal infrastructure.
- No Inflow and Infiltration (I&I) analysis was provided by the Applicant.
- The Project Site has a natural gas service and is fed by a main within Pleasantville Road. The Applicant is unaware of any infrastructure issues associated with the existing natural gas infrastructure.

(5) *A traffic study shall be provided documenting existing traffic operating conditions in the vicinity of the site, potential traffic related impacts of the proposed use, and necessary mitigation measures. This study shall include measures to enhance public transit to and from the site.*

- See review memo from the Village Engineering Consultant, DTS Provident.

(6) *A municipal service impact study shall be provided documenting impacts of the proposed use on municipal services.*

Date: July 31, 2024

Page 5 of 6

From: Sarah K. Yackel, AICP, Principal and Suzanne Goldberg, Planner

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- Since the building has historically been used as an office building, the Applicant does not expect an increased demand on EMS, Fire, or Police services resulting from the conversion to a self-storage use.

(7) *An educational resources impact study shall be provided documenting impacts of the proposed use on local public schools.*

- The proposed project is not a residential project and will have no impact on the Village's educational resources.

(8) *A fiscal impact analysis shall be provided showing the likely assessed revenue flowing to the municipality from the proposed development, compared with the public services and infrastructure costs of the proposed development to be borne by the municipality. Any proposed use shall not negatively impact the financial stability of the Village, or impacted Village school districts, by reducing the anticipated ten-year tax revenue that would likely be generated by the proposed use when compared to the likely alternative of rejecting the proposed use.*

- According to the report prepared by Camoin Associates, the Applicant expects that the Project will create a positive economic impact by adding jobs to the village, with an annual payroll expected to be around \$91,000 and annual sales to be around \$920,000. The Project will add 2 jobs, \$125,000 in earnings, and over \$1 million in sales to the Village economy annually (economic model includes direct, indirect, and induced impacts).
- The average annual property tax revenue will be over \$134,000. Compared to the current property tax generated by the vacant office building, the Village, Town, County and School District are expected to receive \$258,500 more over ten years, or nearly \$26,000 more on average per year.
- The Applicant does not expect the Project to impact the Village's cost of providing community services, as the necessary infrastructure is already in place.

SEQR: The Proposed Action is classified as an Unlisted Action under SEQR. However, since the proposed project also requires Site Plan Approval from the Planning Board and is on the municipal boundary with the Town of Mount Pleasant, the Board will undergo a coordinated review under SEQR. This will require the Board to declare their intent to serve as lead agency for the SEQR review and circulate a Notice of

BFJ Planning

MEMORANDUM

Date: July 31, 2024

Page 6 of 6

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Intent to all Involved Agencies for a period of 30-days. It is anticipated that the Board of Trustees will declare its Intent to be Lead Agency at its August 6, 2024, meeting and will circulate a Notice of Intent to be Lead Agency to the Planning Board, Westchester County and Town of Mount Pleasant.

CC: Joshua Ringel, Village Manager
Christine Dennett, Village Clerk/Assistant Village Manager
Kevin Leddy, Village Engineer
Josh Subin, Village Attorney