

MEMORANDUM

**DATE:** November 9, 2021  
**TO:** All Planning Board Members  
**FROM:** Paul Taft, Building Inspector  
**RE:** Site Development Application for Preliminary and Final Site Plan Approval  
Docket Number: PBDOC 011-21

Compass  
27 Pondfield Rd  
Bronxville, NY 10708  
SBL: 12./4/1.A

Please be advised that the above referenced application has been reviewed and is being forwarded for your review and approval in accordance with Section 310-26 for Site Plan of the Village Code. The proposed work involves the following:

**Site Plan Application to** change of use of existing retail store to Real Estate Office or Agency and renovation of existing space to include new non load bearing wall, interior doors and updated finishes. No exterior work except an awning and sign for which there has been an application submitted.

The proposed change of use work described in the attached application conforms to the Village Zoning requirements. The proposed application does not result in an increase in parking required. There does not appear to be any environmental issues, nor does there appear to be any significant building code issues.

Please contact me if you have any additional questions.

cc. Design Review Committee  
Planning Board Counsel