

MEMORANDUM

**DATE:** July 6, 2022  
**TO:** All Planning Board Members  
**FROM:** Paul Taft, Building Inspector  
**RE:** Site Development Application for Preliminary and Final Site Plan Approval  
Docket Number: PBDOC 007-22

Monica Zubrowski  
65 Pondfield Rd  
Bronxville, NY 10708  
SBL: 4./1/4

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, convert office space to personal services as per Section 310.14 A.3. Leasing 450 sf space on second floor.

The proposed change of use 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