

## **DEPARTMENT OF PLANNING AND DEVELOPMENT**

### **STAFF REPORT**

TO: Planning Commission – January 13, 2026

FROM: Carol Samol, AICP, Director of Planning

APPL: Joseph G. Thompson Architect, PLLC  
108 North Division Street, Ste 100  
Peekskill, NY 10566

P26-002

Owner: Parks Building Realty, LLC  
1013 Park Street  
Peekskill, NY 10566

RE: **Renewal of Special Permit and Final Site Plan Approvals** by the Planning Commission pursuant to Sections 575-56 E (9), 575-33 B (10), 575-57, and 575-56 (B) (5) of the City of Peekskill Zoning Ordinance, and associated parking waivers pursuant to Section 575-33 G (2), for the proposed change-in-use from an existing second floor office space to a new three-bedroom apartment on property located in the C-2, Central Commercial District.

Location: **1013 Park Street**

Section-Block-Lot: 33.30-4-6 (Peekskill Tax Map)

Zoning District: C-2, Central Commercial

### **PUBLIC REVIEW SUMMARY**

Governing Body	Date	Action/Discussion
HLPB	May 23, 2019	Conditional Certificate of Appropriateness
Planning Commission	July 9, 2019	Approval of Special Permit, Site Plan, and Parking Waivers
Planning Commission	January 13, 2026	Renewal of prior approvals

### **BACKGROUND**

In July 2019, the Planning Commission granted final site plan and associated parking waivers, and authorized the issuance of a special permit to convert an existing second floor office space to a new three-bedroom apartment. The Commission deemed the application an Unlisted Action under SEQRA and adopted a Negative Declaration. The Historic and Landmarks Preservation Board (HLPB) also issued a conditional Certificate of Appropriateness at its meeting in May 2019.

Due to challenges, including the onset of the COVID-19 pandemic, the approvals expired before the applicant obtained a building permit. They have updated the plans to include a second full bathroom to better accommodate the bedroom count, and are now seeking a renewal of the prior approvals.

### **STAFF RECOMMENDATION**

Staff recommends that the Planning Commission reaffirm the 2019 SEQRA determination, deem the application an Unlisted Action, and adopt a Negative Declaration.

Staff also recommends that the Planning Commission grant a Renewal of the Special Permit and Final Site Plan Approvals pursuant to Sections 575-56 E (9), 575-33 B (10), 575-57, and 575-56 (B) (5) of the City of Peekskill Zoning Ordinance, and associated parking waivers pursuant to Section 575-33 G (2), for the proposed change-in-use from an existing second floor office space to a new three-bedroom apartment on property located in the C-2, Central Commercial District. This renewal of the prior approvals will expire on **July 13, 2026**, subject to the following conditions:

*Conditions to be met before signing of the site plan:*

1. Submission of six (6) sets of the approved site plan signed and sealed by the applicant's engineer, for signature by the Planning Commission Chairman.
2. Final site plan shall specify a pick-up schedule for trash and recyclables for the apartment satisfactory to the Director of Planning. All trash placed at the curb shall be in approved containers satisfactory to the City of Peekskill.
3. Applicant shall present a sample lease or lease rider which includes a provision assigning responsibility for the purchase of at least one (1) parking permit for the dwelling unit on the landlord/property manager, acceptable to the City's Corporation Counsel and Director of Planning.
4. Resolution of all remaining engineering matters to the satisfaction of the City.
5. Provision of performance requirements (cash or irrevocable letter of credit) as deemed necessary and in an amount determined by the Director of Planning. Any performance instrument must be acceptable to the City Corporation Counsel as to form, manner of execution and surety.
6. Payment of all outstanding application fees and escrow balances.
7. Continuation of escrow fees during the duration of the project to cover consulting costs for engineering and planning. Such fees shall be held in escrow, and any amounts not used shall be returned to the Applicant.
8. Any changes between the plan reviewed at the hearing and the final submitted site plan, other than those described in the conditions of approval, may be approved by the City Engineer for engineering matters and the Director of Planning as minor modifications provided that such changes meet the criteria outlined in Section 575-56 C of the zoning ordinance. Otherwise, the applicant must return to the Planning Commission to obtain approval of the amendment(s).

*To be completed prior to issuance of a Building Permit:*

1. Applicant obtains an updated Certificate of Appropriateness from the Historic and Landmarks Preservation Board (HLPB).
2. Applicant obtains City permits for any work within the Park Street right-of-way, if and as required.
3. Payment of a Development Fee of **\$5,665.00** for one (1) dwelling unit to the City of Peekskill.

*Conditions to be met before issuance of a Final Certificate of Occupancy:*

1. Completion of the work as shown in the approved plans.
2. Applicant shall present a lease for the apartment that shall be attached to the Certificate of Occupancy or otherwise referenced therein requiring the purchase of at least one (1) City of Peekskill parking permit for any leaseholder with a vehicle (at the expense of the landlord/property manager.)
3. Payment of all water/sewer tapping/connection fees.

*Conditions to be met at all times:*

4. Vehicles are prohibited from parking on or blocking the City sidewalk.
5. Adherence to City of Peekskill Noise Code requirements.



JOSEPH THOMPSON  
A R C H I T E C T

108 N DIVISION STREET, SUITE 100, PEEKSKILL, NEW YORK 10566

To: **City of Peekskill Planning Commission**  
City Hall  
840 Main Street  
Peekskill, New York 10566

Attn: **Chair Stern & Planning Commission Members**

Date: December 17, 2025

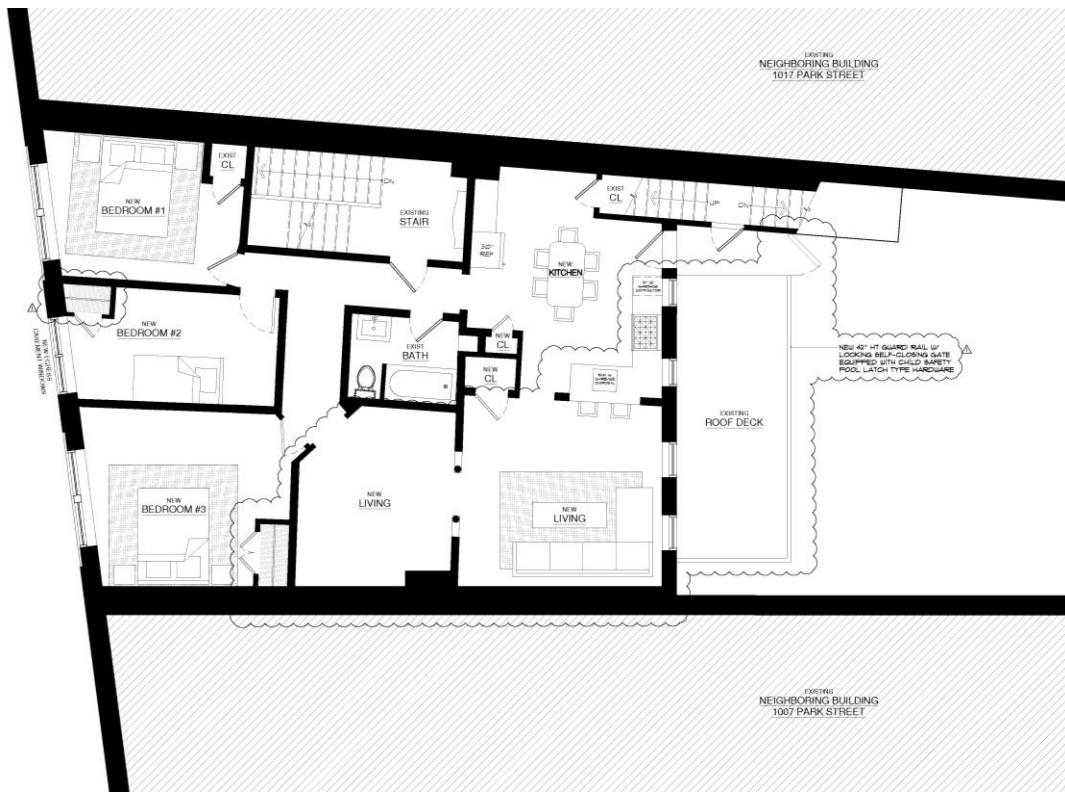
RE: **1013 PARK STREET- APPROVAL RENEWAL NARRATIVE**  
1013 Park Street, Peekskill, New York 10566  
S-B-L: 33.30-4-6

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Our office is pleased to represent Parks Building Realty, LLC to request to renew an approval initially granted in 2019 that proposes the adaptive reuse of the existing second floor of the building located at 1013 Park Street from prior office space into a new residential apartment unit. The property is located in the C-2 Commercial District and within the City of Peekskill Downtown Historic District.



**Figure 1. Photograph of Exterior North Façade of Existing Building Fronting Park Street**



**Figure 2. Plan Approved by Planning Commission in 2019.**



**Figure 3. Current Proposed Plan.**

The approvals that renewal is sought for are:

- Special Permit pursuant to Sections 575-33 B (10) and 575-57 of the City of Peekskill Zoning Ordinance.
- Final Site Plan Approval pursuant to Section 575-56 (B)

There are no substantial changes to the program or intensity of use. A second full bathroom has also been added to better accommodate the bedroom count.

The façade alterations are similar to the prior proposed renovations and will be required to procure an updated Certificate of Appropriateness from the Historic Landmarks & Preservation Board.

In conclusion, we believe the adaptive reuse of this prior vacant second floor office use space will improve the existing building and offers a new housing opportunity in a desirable walkable location in the core of the downtown. We look forward to further reviewing this request to renew the prior granted approvals with the Board. Please contact me should you have any questions or should any further information be required.

Respectfully Submitted,

Joseph G. Thompson, RA, M. Arch, NCARB, LEED AP, CSBA, CDT  
NYS Registered Architect



Attachments:

1. Site Plan Review Application dated December 17, 2025 (1 page).
2. Letter of Joinder dated December 16, 2025 (1 page).
3. Violations Disclosure Form dated December 16, 2025 (1 page).
4. City of Peekskill Department of Planning and Development Staff Report dated June 11, 2019 (4 pages).
5. City of Peekskill Site Plan Approval Letter dated July 9, 2019 (3 pages).
6. Architect's Drawings dated October 24, 2025 (3 sheets).

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

**STAFF REPORT**

TO: Planning Commission - June 11, 2019

FROM: John Lynch, AICP, Consulting Planner 

APPL: Joseph G. Thompson, Architect  
1006 Brown Street, Suite 212  
Peekskill, NY 10566

P19-009

Owner: Park's Building Realty, LLC  
1013 Park Street  
Peekskill, NY 10566

RE: **Public Hearing** by the Planning Commission regarding a **Special Permit** pursuant to Sections 575-33 B (10) and 575-57 of the City of Peekskill Zoning Ordinance; **Final Site Plan Review** pursuant to Section 575-56 (B) (5); and associated parking waivers pursuant to Section 575-33 G (2), for a proposed change-in-use from an existing second floor office to a new four-bedroom apartment on property located in the C-2, Central Commercial District.

Location: **1013 Park Street**

Section-Block-Lot: 33.30-4-6 (Peekskill Tax Map)

Zoning District: C-2, Central Commercial

**DRAWING(S) REVIEWED IN PREPARATION OF STAFF REPORT**

1. Project Narrative prepared by Applicant / Architect dated April 25, 2019
2. Survey
3. AX1.01 Existing / Demo Second Floor Plan dated April 25, 2019 prepared by Joseph G. Thompson, Architect
4. A1.01 Proposed New Second Floor Plan dated April 25, 2019 prepared by Joseph G. Thompson, Architect
5. Short Environmental Assessment Form
6. Street-Level Photographs of the Property

**BACKGROUND & ANALYSIS**

The Applicant is seeking approval of a Special Permit for a change in use of second floor space at the subject property from professional office space (six offices) to one 4BR apartment. In addition to these renovations the Applicant is proposing to renovate the ground floor storefronts and change out several windows to meet egress requirements. The total area of the second floor is 1,370 square feet, as is the third floor apartment which is not part of this application. The ground floor retail spaces cover almost the entire Lot, and also are not part of this application.

An oblique view of the subject Property is shown below; the Property is located on Park Street mid-block between South Division Street and Bank Streets. The property is two doors east of the 1001 Park Street property approved in May for a conversion from six office spaces to three apartments. Facade photographs are included with the application materials.



One four bedroom apartment comprising a total of 1,370 square feet is proposed, in excess of the City's zoning requirement for an upper floor dwelling unit in the C-2 District. The apartment would be accessed through its own entrance and would not have access through the commercial portion of the building. The apartment would be provided with a garbage disposal and trash compactor. An existing roof deck off of the rear of the second floor (on the first floor roof) would remain. We note that only one full bathroom is proposed to serve the new apartment.

A mailbox would be provided in the entry vestibule adjacent to the street entry door (labeled 1015 Park Street). Trash would be brought by the future tenant to the curb.

Like many other buildings in the downtown area, the existing building is grandfathered and non-complying with respect to off-street parking requirements, and is a zero-lot line building, meaning that the footprint of the building covers the entire lot (or almost the entire lot) on which it sits. No opportunities exist to provide onsite parking. The Applicant is therefore also seeking a parking waiver for the proposed apartment, a new occupancy type.

A new water connection would be provided for the new kitchen; the existing full bath would remain.

Changes proposed to the exterior require review and approval by the Historic Landmarks Preservation Board (HLPB). The Applicant proposes to make changes to several window openings to meet the current NYS Building Code. A conditional approval was issued by the HLPB at its May meeting.

**STAFF RECOMMENDATION:**

Staff recommends that the Planning Commission determine the action to be an Unlisted action under SEQRA, and adopt a Negative Declaration. The HLPB issued a conditional Certificate of Appropriateness (COA) at its May meeting.

Staff recommends that the Planning Commission grant a Special Permit pursuant to Sections 575-33 B (10) and 575-57 of the City of Peekskill Zoning Ordinance; Final Site Plan Review pursuant to Section 575-56 (B) (5); and an associated parking waiver pursuant to Section 575-33 G (2), for a proposed change-in-use from existing second floor offices to one (1) upper floor dwelling unit on property located in the C-2, Central Commercial District, to expire on December 11, 2019, subject to the following conditions:

*Conditions to be met before signing of the site plan:*

1. Submission of five (5) sets of the approved site plan, for signature by the Planning Commission Chairman, with final condition notes added or changes to the plans as needed.
2. Final site plan shall specify a pick up schedule for trash and recyclables for the apartment satisfactory to the Director of Planning. All trash placed at the curb shall be in approved containers satisfactory to the City of Peekskill.
3. Applicant shall present a sample lease or lease rider which includes a provision assigning responsibility for the purchase of at least one (1) parking permit for the dwelling unit on the landlord / property manager, acceptable to the City's Corporation Counsel and Director of Planning.
4. Resolution of all remaining engineering matters to the satisfaction of the City.
5. Provision of performance requirements (cash or irrevocable letter of credit) as deemed necessary and in an amount determined by the Director of Planning. Any performance instrument must be acceptable to the City Corporation Counsel as to form, manner of execution and surety.
6. Payment of all outstanding application fees and escrow balances.
7. Continuation of escrow fees during the duration of the project to cover consulting costs for engineering and planning. Such fees shall be held in escrow, and any amounts not used shall be returned to the Applicant.

*To be completed prior to issuance of a Building Permit:*

1. Applicant obtains City permits for any work within the Park Street right-of-way, if and as required.
2. Payment of a Development Fee of \$4,500 for one (1) dwelling unit to the City of Peekskill.

*Conditions to be met before issuance of a Final Certificate of Occupancy:*

1. Completion of the work as shown in the approved plans.
2. Applicant shall present a lease for the apartment that shall be attached to the Certificate of Occupancy or otherwise referenced therein requiring the purchase of at least one (1) City of Peekskill parking permit for any leaseholder with a vehicle (at the expense of the landlord / property manager.)
3. Payment of all water / sewer tapping / connection fees.

*Conditions to be met at all times:*

1. Vehicles are prohibited from parking on or blocking the City sidewalk.
2. Adherence to City of Peekskill Noise Code requirements.

Jeffrey Stern, Chair  
Ruth Wells, Vice Chair  
Mark Porterfield, Secretary



Frank A. Filiciotto  
Christopher Giusti  
Christopher Gomez  
Anabeli Gonzales

CITY OF PEEKSKILL  
Department of Planning and Development  
840 Main Street  
Peekskill, New York 10566  
914-734-4211

July 9, 2019

APPL: Joseph G. Thompson, Architect  
1006 Brown Street, Suite 212  
Peekskill, NY 10566

P19-009

Owner: Parks Building Realty, LLC  
1013 Park Street  
Peekskill, NY 10566

RE: **Continued Public Hearing** by the Planning Commission regarding a **Special Permit** pursuant to Sections 575-33 B (10) and 575-57 of the City of Peekskill Zoning Ordinance; **Final Site Plan Review** pursuant to Section 575-56 (B) (5); and associated parking waivers pursuant to Section 575-33 G (2), for a proposed change-in-use from an existing second floor office to a new four-bedroom apartment on property located in the C-2, Central Commercial District.

Location: **1013 Park Street**  
Section-Block-Lot: 33.30-4-6 (Peekskill Tax Map)  
Zoning District: C-2, Central Commercial

Dear Mr. Thompson:

The Planning Commission reviewed the above-referenced matter during a Public Hearing held on Tuesday, July 9, 2019.

Please be advised that the Planning Commission voted to deem the application an Unlisted Action under SEQRA and adopted a Negative Declaration. The Historic and Landmarks Preservation Board (HLPB) issued a conditional Certificate of Appropriateness at its meeting on May 23, 2019.

The Commission also voted to grant a Special Permit pursuant to Sections 575-33 B (10) and 575-57 of the City of Peekskill Zoning Ordinance; Final Site Plan Approval pursuant to Section 575-56 (B) (5); and an associated parking waiver pursuant to Section 575-33 G (2), for a proposed change-in-use from existing second floor offices to one (1) upper floor dwelling unit on property located in the C-2, Central Commercial District, to expire on January 9, 2020, subject to the following conditions:

*Conditions to be met before signing of the site plan:*

1. Submission of five (5) sets of the approved site plan, for signature by the Planning Commission Chairman, with final condition notes added or changes to the plans as needed.
2. Final site plan shall specify a pick up schedule for trash and recyclables for the apartment satisfactory to the Director of Planning. All trash placed at the curb shall be in approved containers satisfactory to the City of Peekskill.
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*To be completed prior to issuance of a Building Permit:*

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2. Payment of a Development Fee of \$4,500 for one (1) dwelling unit to the City of Peekskill.

*Conditions to be met before issuance of a Final Certificate of Occupancy:*

1. Completion of the work as shown in the approved plans.
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3. Payment of all water/sewer tapping/connection fees.

*Conditions to be met at all times:*

1. Vehicles are prohibited from parking on or blocking the City sidewalk.
2. Adherence to City of Peekskill Noise Code requirements.

Approval of the site plan shall be valid for the period outlined above for the purpose of obtaining a Building Permit. Please note that failure to secure any necessary permits during the approval period shall cause the site plan approval to become null and void.

Please be advised that in order to commence improvements to the property, five (5) original signed and sealed site plans must be submitted to the Department of Planning, along with a Performance Deposit, if required (see attached form). All conditions of approval must be either demonstrated on the final plans, or listed as notes on the final plans, prior to signature by the Planning Commission Chair.

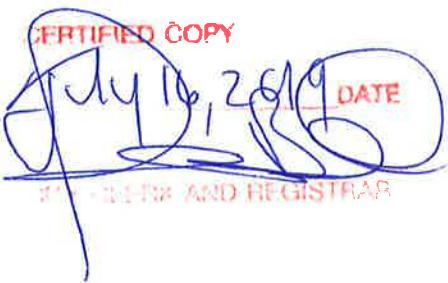
*This approval does not constitute an approval from private utility companies. If needed, please be sure to contact the utility companies as soon as possible since they typically require long lead times for approval and installation.*

Sincerely,



Mark Porterfield  
Secretary, Planning Commission

cc: Building Department  
City Clerk  
City Assessor  
City Manager  
Corporation Counsel



**CERTIFIED COPY**  
July 10, 2019 **DATE**  
**CLERK AND REGISTRAR**





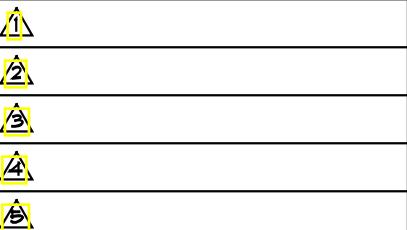
**1013 PARK STREET APARTMENT**

**FOR PLANNING COMMISSION REVIEW AND APPROVAL**

Park's Building Realty, LLC  
1013 Park Street  
Poughkeepsie, New York 12566  
S-3-L-33-304-6 - Westchester County

Date: October 24, 2025

Revisions:



**A1.01**

EXISTING  
NEIGHBORING BUILDING  
1017 PARK STREET

NEW 42" HT GUARD RAIL W/  
LOCKING SELF-CLOSING GATE  
EQUIPPED WITH CHILD SAFETY  
POOL LATCH TYPE HARDWARE

EXISTING ROOF DECK

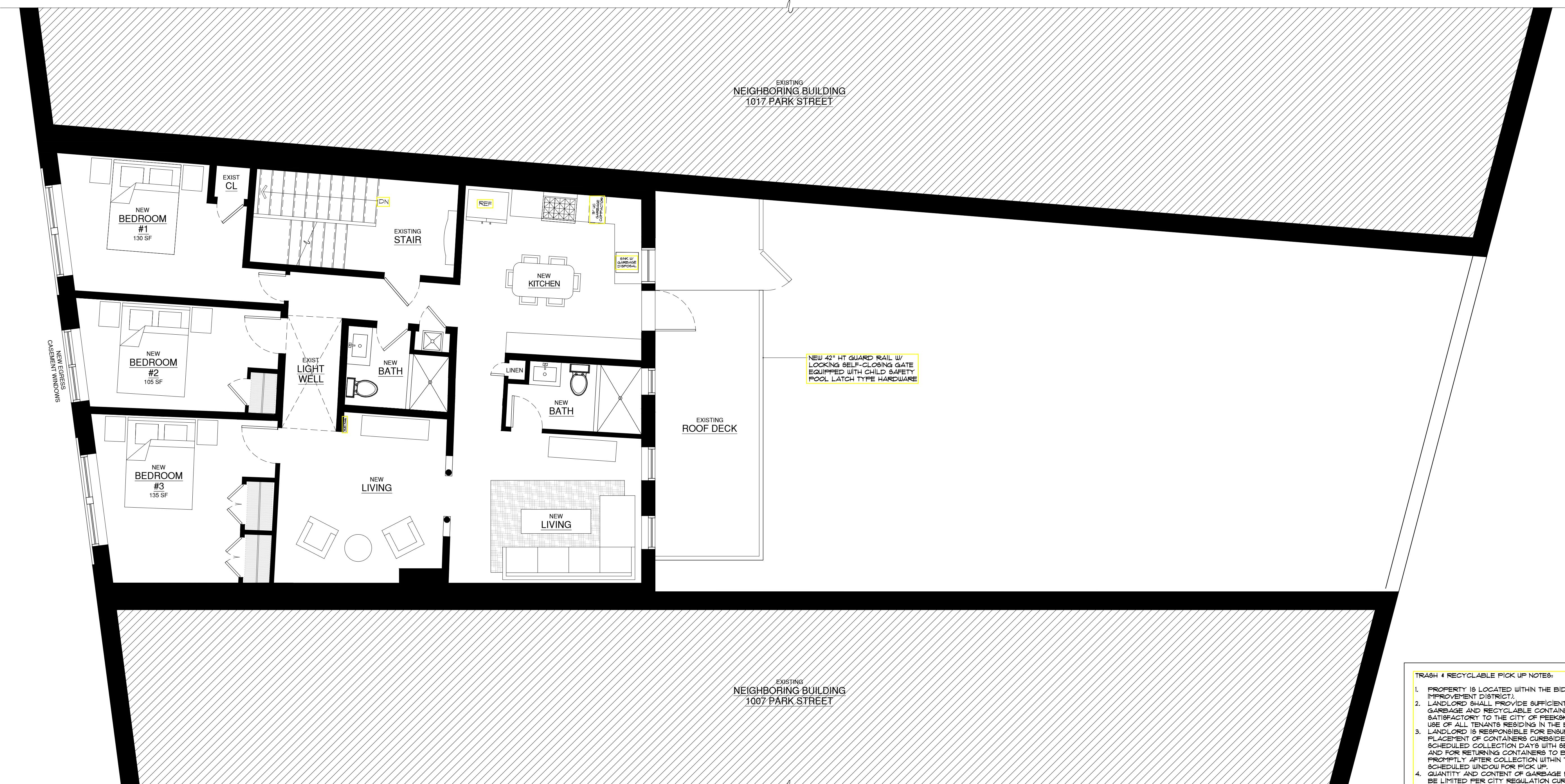
EXISTING  
NEIGHBORING BUILDING  
1007 PARK STREET

1  
Proposed New Second Floor Plan (1,370 Gross SF+/-)

A1.01  
Scale: 1/4" = 1'-0"

**TRASH & RECYCLABLE PICK UP NOTES:**

- PROPERTY IS LOCATED WITHIN THE BID (BUSINESS IMPROVEMENT DISTRICT).
- LANDLORD SHALL PROVIDE SUFFICIENT APPROVED GARBAGE AND RECYCLABLE CONTAINERS WITH LIDS SATISFACTORY TO THE CITY OF PEAKSKILL FOR THE USE OF THE TENANT FOR THE DURATION OF THE LEASING TERM.
- LANDLORD IS RESPONSIBLE FOR ENSURING PROPER PLACEMENT OF CONTAINERS CURBSIDE PER SCHEDULED COLLECTION DAYS WITH SECURED LIDS AND FOR RETURNING CONTAINERS TO BUILDING PRE-SCHEDULED COLLECTION DAYS WITHIN THE CITY'S SCHEDULED WINDOW FOR PICK UP.
- QUANTITY AND CONTENT OF GARBAGE PICKUP SHALL BE LIMITED PER CITY REGULATION CURRENTLY A MAXIMUM OF FOUR (4) 32 GALLON CONTAINERS PER UNIT, SUBJECT TO CHANGE.
- GARBAGE SHALL BE COLLECTED PER CITY SCHEDULE CURRENTLY SCHEDULED FOR THE BID ON MONDAY-FRIDAY BETWEEN THE HOURS 6:00 AM AND 10:00 AM.
- GARBAGE AND COMINGLED PAPER SHALL BE COLLECTED PER CITY SCHEDULE FOR THE BID, CURRENTLY ON MONDAY, WEDNESDAY AND FRIDAY BETWEEN 6:00 AM AND 10:00 AM.
- COMINGLED GLASS, PLASTIC AND METAL SHALL BE COLLECTED PER CITY SCHEDULE FOR THE BID, CURRENTLY ON FRIDAY BETWEEN 6:00 AM AND 10:00 AM.
- BULK TRASH PICK UP SHALL BE BY APPOINTMENT ONLY AND SCHEDULED WITH THE DEPARTMENT OF CITY SERVICES.
- LANDLORD SHALL BE RESPONSIBLE FOR COMPLIANCE WITH ANY FUTURE UPDATES OR CHANGES TO CITY GARBAGE AND RECYCLABLE COLLECTION REGULATIONS.



1  
A1.01

**A1.01**



## 1013 PARK STREET APARTMENT

Date: October 24, 2025

Revisions:

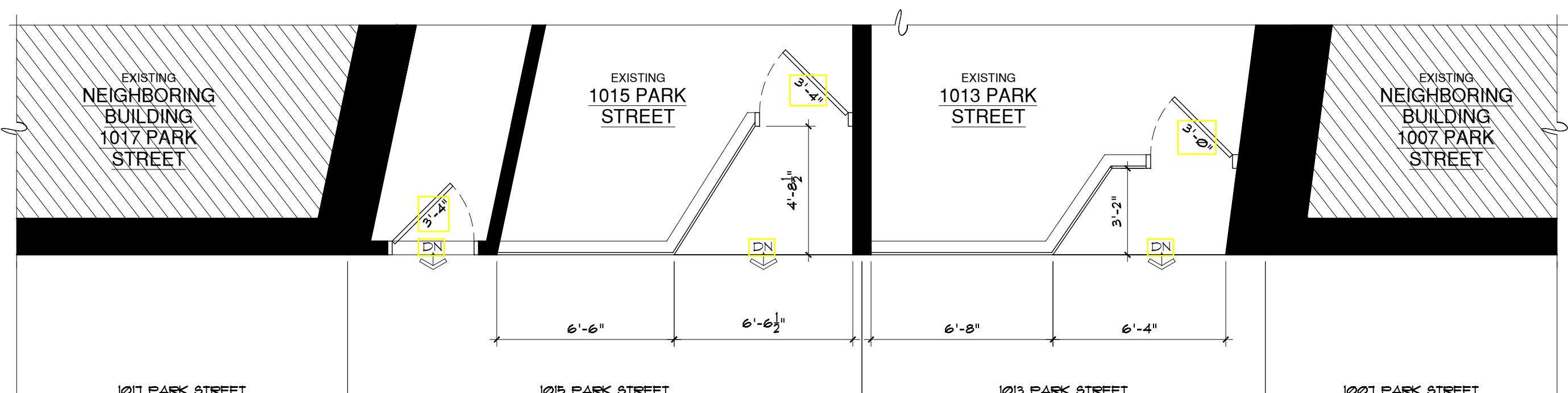
A2.01



1 Existing North Facade

A2.01

Scale: 1/4" = 1'-0"



2 New North Facade

A2.01

Scale: 1/4" = 1'-0"

