



PLANNING CONSULTANTS, INC.

July 21, 2026

Mr. Bruce Flower, Chairman
Town of Wappinger Planning Board
20 Middlebush Road
Wappingers Falls, NY 12590

**RE: Northside Auto Body
1106 Route 9
Tax ID# 135689-6157-04-730008
Application for Conceptual Review**

Dear Chairman Flower and Members of the Planning Board,

Enclosed please find the following for your review:

1. Cover Letter dated July 21, 2026
2. Application for Conceptual Plan Review dated July 21, 2026
3. Memorandum of Violation dated June 9, 2026
4. Preliminary Site Plan and Floor Plan prepared by Mazzarelli Architecture dated July 15, 2026
 - a. twelve (12) copies provided
5. Site Plan Pre-application Fee in the amount of \$250.00

KARC represents the owner of 1106 Route 9 in the Town of Wappinger who is seeking Site Plan and Special Use Permit Approval for a 54.5 ft by 30 ft expansion of an existing motor vehicle towing, repair and service shop. The subject property consists of 1.38 acres and is located within the Highway Business – HB Zoning District where motor vehicle towing, repair and service uses are permitted via Special Use Permit.

On June 9, 2026, the property owner was issued a Memorandum of Violation pursuant to Section 240-83 of the Town Code, *Approval and Conformity of Site Plan Required*, identifying several site conditions that were not consistent with the previously approved site plan. These items included, but were not limited to, a change in use, deficiencies in landscaping, modifications to parking, fencing, vehicle display areas, and outdoor storage.

On June 30, 2026, representatives of KARC Planning Consultants, Inc. met with Zoning Administrator Judith Subrize and Director of Strategic Planning Barbara Roberti to discuss the proposed Site Plan and Special Use Permit application. During that meeting, Town staff invited the applicant to submit a preliminary



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conceptual site plan to the Planning Board for an initial discussion prior to the submission of a formal application.

The enclosed preliminary site plan has been prepared to address the items identified in the Memorandum of Violation while also illustrating the proposed building expansion. The plan includes the following improvements:

1. A proposed 54.5 ft by 30 ft expansion to the existing building
2. Expansion of the asphalt parking area
3. Installation of additional landscaped areas and planters
4. Location of storage sheds in the rear of the property
5. Installation of a six-foot-high vinyl privacy fence along the rear property line

Please note that while some of the items listed above are identified on the site plan as "existing," this simply indicates that they predate the current plan set.

Kindly advise if you require anything further for your preliminary review. We ask that this matter be placed on the next available Planning Board Workshop agenda.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "KLibolt".

Kelly Libolt