

STAFF REPORT - TOWN OF NORTH CASTLE PLANNING DEPARTMENT

August 13, 2020

APPLICATION NAME & NUMBER
Edward Jones (Financial Advisor) - #19-021SBL
108.03-1-40MEETING DATE
September 14, 2020PROPERTY ADDRESS/LOCATION
150 Bedford Road, Armonk**BRIEF SUMMARY OF REQUEST**

Conversion of the first floor veterinary office to professional office, with new second story addition and the renovation the existing second floor apartment. The existing rear residence is proposed to remain.

PENDING ACTION: ☒ Plan Review ☐ Town Board Referral ☐ Preliminary Discussion

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
RB Roadside Business District	Commercial	Commercial development along Bedford Road	Updated Main Structure and Parking Lot	0.69 acres

PROPERTY HISTORY

1986 - The site approved as Dr. Padilla's veterinary office.

1988 – Conversion of barn at rear of site to apartment approved by Building Department (apparently not Planning Board).

COMPATIBILITY with the COMPREHENSIVE PLAN

Small business and professional offices should continue to be permitted in the hamlet areas. Such uses are often complementary to retail stores. These, uses do, however, need to be carefully controlled to ensure that they do not interrupt the pedestrian shopping pattern or cause excessive parking or traffic demands.

STAFF RECOMMENDATIONS & PLANNING BOARD POLICY DECISIONS

1. The Applicant should be directed to address all staff and consultant's comments.
2. The project is compatible with the Comprehensive Plan.

Procedural Comments

1. The application for site plan approval requires referral to the Westchester County Planning Board pursuant to § 239-m of New York State General Municipal Law (GML). This referral is required because the subject site is located within 500 feet of NY Route 22.
2. The Proposed Action would be classified as a Type II Action pursuant to the State Environmental Quality Review Act (SEQRA).
3. A Public Hearing for the proposed site plan will need to be scheduled.
4. The site plan should be forwarded to the Chief of Police, Fire Inspector and the Armonk Fire Chief so that they may make any pertinent recommendations to the Planning Board including, but not limited to, the designation of no-parking zones, emergency vehicle access or any other issued deemed important to providing emergency services.
5. Pursuant to Section 12-18(1) of the Town Code, all site development plans submitted to the Planning Board are required to be referred to the Architectural Review Board (ARB) for review and comment.

General Comments

1. The site plan depicts the provision of 8 off-street parking spaces where 11 off-street parking spaces are required.
2. The site plan depicts the access drive 12 feet wide where the drive is required to be a minimum of 20 feet wide pursuant to Section 355-56.G of the Town Code. The drive could be significantly widened (to approximately 17 feet) if the exterior stair were not proposed and the existing curb were moved to the property line.
3. Since residential uses are a permitted accessory use, the residential uses must not be larger than the permitted principal non-residential uses. The site plan should be revised to demonstrate that the residential uses on the site do not exceed 50% of the non-residential uses on the site.
4. Plan A2 depicts the second story rear attic with no proposed use (but counted as part of GFA). However, plan A4 identifies the attic as Business Storage space. If the attic is to be used as storage, then it must be counted as part of the business use and included in the off-street parking analysis as office use.
5. The Applicant should submit floor plans for the proposed basement. If the basement is to be used as a mechanical room, a note stating such should be added to the site plan. If the basement is to be used for anything other than a mechanical room, the area should be identified and included in the gross floor area of the building and incorporated into the off-street parking analysis.

Staff Notes

The referral was made on June 26, 2019

Construction or expansion of a primary or accessory/ appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities

A public hearing was opened on July 13, 2020.

The referral was made on June 26, 2019

The Applicant will need to seek an off-street parking variance from Section 355-57.A of the Town Code for three spaces from the Zoning Board of Appeals.

The Applicant will need to seek a variance from Section 355-56.G of the Town Code to permit a driveway width of 12 feet where 20 feet is required.

Based upon the submitted information, it appears that the residential uses are less than 50% of the total gross floor area on the site.

Use	
Residential	Non-residential
644	1107
161	388
497	59
	61
1302	1615
45%	55%

If the attic space is to be used for storage then the off-street parking analysis should be updated to include this space as office use.

<p>6. All proposed building signage will need the approval of the ARB prior to being installed.</p> <p>7. The site plan shall be revised to provide a 10 foot planting area along the eastern property line since the property is adjacent to a residential district, as well as the front and rear lot lines, pursuant to Section 355-29.E(1)(c) of the Town Code.</p> <p>8. The site plan shall depict a refuse collection detail for review.</p> <p>9. The site plan shall be revised to depict outdoor lighting conforming to Section 355-45.M of the Town Code.</p>	<p>ARB sign approval is not required prior to the issuance of site plan approval by the Planning Board.</p> <p>Section 355-29.E(1)(c) states:</p> <p>An area, at least 10 feet deep along the front line and along the rear lot line and where abutting residential properties, except where driveway entrances and exits are located, shall be suitably landscaped with planting of grass, shrubbery and trees in accordance with specifications to be approved by the Planning Board as part of the site plan.</p> <p>Since the existing driveway is currently narrow and the site plan preserves the existing width, the site plan depicts landscape plantings in the area available given the curb line.</p> <p>The Applicant should give consideration to relocating the garbage back to under the stair structure in an effort to hide this service area as well as provide for additional maneuvering room in the handicap aisle area.</p> <p>The Applicant cover letter states that this information has been submitted; however, the Planning Board has not received any lighting information for review.</p>
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