


MEMORANDUM

TO: North Castle Planning Board

CC: Adam Kaufman, AICP
John D. Fry, Architect AIA
Vincent Renda

FROM: Joseph M. Cermele, P.E., CFM 
Kellard Sessions Consulting
Consulting Town Engineers

DATE: September 10, 2020

RE: Site Development Plan Approval Application
Vincent Renda (Edward Jones Office)
150 Bedford Road
Section 108.03, Block 1, Lot 40

As requested, Kellard Sessions Consulting has reviewed the site plans and application submitted in conjunction with the above-referenced project. The applicant is proposing renovations and additions to an existing first floor office space and conversion of a second-floor apartment into additional office space (second floor to be expanded over first floor footprint) for a total of $\pm 1,639$ SF. An existing accessory apartment building is proposed to remain. The property is ± 0.25 acres in size and is located in the Industrial, RB Zoning District.

Our comments are outlined below.

GENERAL COMMENTS

1. As indicated on the Parking Assessment, the proposed plan requires a total of 11 off-street parking spaces (seven (7) for the office space and four (4) for the residences). The plan proposes a total of eight (8) off-street parking spaces, requiring an area variance from Section 355-57 of the Town Code.
2. The plan proposes 16 foot parking stall depths and a two (2) foot bumper overhang (with the exception of the accessible space and aisle to be dimensioned), as permitted by Section 355-56 D of the Town Code. The overhang shall be illustrated and dimensioned on the plan to demonstrate there are no conflicts.

3. As previously noted, Section 355-56, G of the Town Code requires that access drives for parking areas serving between six (6) and twenty (20) spaces have a minimum width of 20 feet. While the existing drive varies in width from approximately 12 to 15 feet, the width is not proposed to be reduced at any point. We understand that the Building Inspector has determined that an area variance will not be required as a result.
4. The plan proposes to reconstruct the existing parking lot and driveway resulting in a net increase in impervious area or approximately 1,115 s.f. The applicant has provided a Stormwater Analysis to demonstrate that the existing infiltration system provides adequate mitigation for the increased area. As shown on the Drainage Area Maps (Sheet DA-1), the entire parking lot is proposed to discharge to the drywell system. The proposed grading, however, shall be revised to demonstrate this. As shown, it appears that stormwater runoff will flow along the drive, bypass the system and discharge in Bedford Road. The plan shall be revised to provide a raised apron or high point at the property line to ensure this entire area is collected on-site.
5. As previously requested, the plan has been revised to permit suitable access from the handicap access drive aisle to the ramp. However, the location of the "No Parking" sign between the end of the aisle and the sidewalk shall be adjusted to be outside of the travel path. The applicant should consider relocating it to the back of the sidewalk.
6. The plan has been revised to include a five (5) foot wide sidewalk along the property frontage. The detail shall be revised to provide a five (5) inch thick slab, per Town standards. Provide a detail for the accessible drop curb at the driveway.
7. The proposed limits of disturbance illustrated on the plan shall include the water service connection and road restoration.
8. The proposed curb cut at the driveway access shall be extended to the west along the property frontage. The east side of the drive shall also be curbed with a drop section for future sidewalk access and coordinated with the existing mailbox serving the subject property.
9. The plan shall indicate the size of the proposed water service and locate the property line curb box. Limits of road restoration shall be illustrated. Provide details for the water service connection, trench, curb box and pavement restoration. Note that utility trenches within the Town road shall be backfilled with K-Crete, unless otherwise approved by the Highway Department.
10. The applicant has provided a Landscape Plan for the Board's consideration.
11. The applicant shall provide a Lighting Photometric Plan for review.
12. The numbering of the notes on Drawing C-200 shall be corrected.

13. The site engineering plans shall be cross-referenced to the architectural plans.

As additional information becomes available, we will continue our review. It is noted that an itemized response to all comments will facilitate completeness and efficiency of review.

PLANS REVIEWED, PREPARED BY NEXUS, DATED AUGUST 3, 2020:

- Conceptual Site Plan (A1)
- Proposed Floor Plans (A2)
- Proposed elevations (A3)
- Building Sections (A4)
- Conceptual Site (SK1)
- Conceptual Perspective (SK5)
- Precedent Images (SK6)
- Existing Conditions Photos (SK7)
- Adjacent Properties (SK8)
- Aerial (SK9)

PLANS REVIEWED, PREPARED BY JMC, DATED AUGUST 3, 2020:

- Site Layout & Striping Plan (C-100)
- Site Grading, Utilities, and Erosion & Sediment Control Plan (C-200)
- Site Landscaping Plan (L-100)
- Construction Details (C-900 and C-901)
- Drainage Area Maps (DA-1)

JMC/dc