


**MEMORANDUM**

TO: North Castle Planning Board

CC: North Castle Conservation Board  
Adam Kaufman, AICP  
Mark Mosello  
Anthony Veneziano, Esq.  
Pete Gregory, P.E.

FROM: John Kellard, P.E.   
Kellard Sessions Consulting  
Consulting Town Engineers

DATE: December 9, 2021

RE: Mark Mosello (23 Banks Design Group, LLC)  
23 Bedford-Banksville Road  
Section 102.04, Block 1, Lots 8, 9, 15 & 16

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As requested, Kellard Sessions Consulting has reviewed the Site Plan, Change of Use and Special Permit Application materials submitted in conjunction with the above-referenced project. The 10.816 acre project site (Tax Lots 102.04/1/8, 9, 15 & 16) is located along the westerly side of Bedford-Banksville Road. The site includes a 15,525 s.f. building, paved and gravel/dirt parking adjacent to the building and a site contractor's yard. Two (2) curb cuts presently exist at Bedford-Banksville Road, located north and south of the building.

The project site is zoned GB-B – Central Business-Banksville and GB – General Business. It is located within the FEMA Zone A Special Flood Hazard Area and includes New York State Department of Environmental Conservation (NYSDEC) regulated wetlands (K-41) and its regulated buffer setback.

The application requests a change of use for the existing building to office and storage, with 5,175 s.f. designated for office use. The property according to the application, has a Westchester County Department of Health (WCHD) restriction due to the limited sewage treatment available on-site, of sixteen (16) employees. The application provides that 37 parking spaces are required for the office/storage use, however, the applicant believes only 15 parking spaces are necessary. The applicant is proposing to provide 18 parking spaces and two (2) loading spaces, with 19 spaces to be land-banked. The southern driveway would service the office/storage parking area. The applicant also proposes to protect existing utilities from flooding.

The application also notes the applicant's requests to bring the contractor's yard into compliance. Little detail is provided on this proposal, except that the contractor's yard would be accessed from the northern driveway.

Our comments are outlined below.

**GENERAL COMMENTS**

1. A wetland delineation was performed by Paul Jaehnig on September 27, 2019 and is included on the property survey provided by the applicant. The boundary appears to be generally similar to that provided in 1997 when the contractor uses within the area were reviewed in regard to wetland and watercourse impacts. The application should be referred to the Town Wetland Consultant for review and confirmation of the delineation. NYSDEC and local wetland permitting appears likely.
2. The applicant notes the Westchester County Department of Health (WCHD) employee restriction of 16 team persons. The applicant should provide the Town with copies of the Health Department determination. Also, it would be helpful to understand the location of the bathrooms on the site, including what facilities are available at the contractor's yard and how many employees work at the contractor's yard.
3. The applicant is proposing 37 parking spaces and two (2) loading spaces, of which 19 spaces would be land-banked. The applicant will need to provide detailed design of these improvements, inclusive of layout, grading, lighting, drainage, erosion and sediment controls and construction details.

The applicant will also need to provide stormwater designs required to mitigate quality and quantity impacts from runoff.

4. The applicant proposes to maintain the two (2) existing curb cuts at the site, the south entrance serving the office/storage parking and loading area and the northern entrance serving the contractor yard. Upon development of more detailed site-related improvements, the change of use should be forwarded to Westchester County Department of Public Works for review, comment and permitting of the two (2) curb cuts.
5. The applicant provides their desire to bring the contractor's yard into compliance. There is little information provided in regard to the contractor's yard, present or proposed improvements, activities, etc. As an initial step, the applicant should update the application to clarify the existing and proposed activities within the yard, locations of truck parking, offices/trailers, material storage, fuel storage and dispensing, equipment repair, etc. The applicant's proposal should address stormwater controls to protect surface and groundwater.

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6. The project site is located within FEMA Zone A Special Flood Hazard Area. The applicant notes that improvements will be proposed to protect HVAC, fuel storage, potable water and electrical systems from flooding. A Floodplain Development Permit will be required.

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.

**PLAN REVIEWED, PREPARED BY DTS PROVIDENT, DATED OCTOBER 21, 2021:**

- Site Plan (C-101)

JK/dc

[https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Municipal/Northcastle/Corresp/018SitePlans/2021-12-09\\_NCPB\\_Mosello - 23 Bedford-Banksville Rd\\_Review Memo.docx](https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Municipal/Northcastle/Corresp/018SitePlans/2021-12-09_NCPB_Mosello - 23 Bedford-Banksville Rd_Review Memo.docx)