

**STAFF REPORT - TOWN OF NORTH CASTLE PLANNING DEPARTMENT**

June 29, 2023



APPLICATION NAME & NUMBER  
23 Bedford Banksville Road Site Plan #2020-032

SBL  
102.04-1-9

MEETING DATE  
July 10, 2023

PROPERTY ADDRESS/LOCATION  
23 Bedford Banksville Road, Banksville

**BRIEF SUMMARY OF REQUEST**

Proposed site plan for the occupancy of an existing 15,500 square foot multi-tenanted building consisting of office and storage uses.

In addition, the site plan depicts the removal of the existing contractor's yard and the construction of a new 25,000 square foot warehouse in the GB Zoning District.



PENDING ACTION:       Plan Review       Town Board Referral       Preliminary Discussion

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
CB-B Fronting BBR GB in Rear	Vacant Building	Commercial development along Bedford Banksville Road	Rehabilitation of the existing 15,500 s.f. building and the construction of a new 25,000 s.f. warehouse	10.816 acres

**PROPERTY HISTORY**

Old Farmers Market – 1960s – 2000s  
Ace Endico  
Greenwich Hardware  
Pizzeria  
Tack Shop/Saddle  
George Bridge Nursery

**COMPATIBILITY with the COMPREHENSIVE PLAN**

The Comprehensive Plan states the following:

- As demand has been noted for restaurants and grocery stores in the Eastern District – a preference also stated by residents at the Banksville public workshop -- planning efforts should focus on attracting similar food businesses such as neighborhood grocers, restaurants and food delivery services. With limited foot traffic in this area, a small mixed-use site accessible by car along Bedford-Banksville Road with a food store, retailer and other convenience shopping may be desired.

**STAFF RECOMMENDATIONS**

- The Applicant should be directed to address all staff and consultant's comments.

<u>Procedural Comments</u>	<u>Staff Notes</u>
<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. The application for site plan approval will need to be referred 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 County Route 56.</li> <li>3. The Proposed Action would be classified as an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQRA).</li> <li>4. A Public Hearing for the proposed site plan will need to be scheduled.</li> <li>5. The site plan should be forwarded to the Chief of Police, Fire Inspector and the Banksville 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.</li> <li>6. The Applicant may need to obtain a curb cut permit from the Westchester County Department of Public Works.</li> <li>7. The Applicant will need to obtain a floodplain development permit from the Building Department.</li> </ol>	<p>The Applicant is proposing a new building as well as building enhancements that require ARB approval.</p> <p>The Planning Board declared their intent to act as Lead Agency on December 13, 2021.</p> <p>A public hearing was opened on October 24, 2022.</p>
<p><u>General Comments</u></p> <ol style="list-style-type: none"> <li>1. The Applicant has stated that the proposed storage/workshop areas are accessory uses customarily incident to a permitted principal office use which is permitted in the CB-B Zoning District.</li> <li>2. The Applicant should confirm that the proposed storage and office uses do not include the parking of any commercial vehicles. If vehicle storage is proposed, the location of such storage should be depicted on the site plan.</li> <li>3. Submitted Plan A-1 is difficult to read. A higher quality scan of the plan should be provided.</li> <li>4. The Applicant has submitted two versions of Plan C-101. The older C-101 plan that depicts the former Building Materials Storage and Sales use should be eliminated since it is no longer proposed.</li> <li>5. Landscape Plan C-201 should be updated to reflect the current proposal.</li> <li>6. The Applicant is proposing to retain six inches of fill on the site. The Applicant will need to demonstrate that the fill is clean and will need to seek a fill permit from the Building Department.</li> <li>7. The Applicant should provide floor plans and elevations of the proposed new warehouse building.</li> <li>8. The off-street parking analysis is not correct. The entire front building is proposed to be used as an office (or uses accessory to an office). The off-street parking requirement therefore must be calculated using the office off-street parking requirement.</li> <li>9. The site plan depicts the installation of gates at the site driveway access points at Bedford Banksville Road. The gates would eliminate access to all but four parking spaces. The Applicant should provide details of the proposed gates and describe how the gates would operate to permit access to the off-street parking spaces.</li> </ol>	<p>The Planning Board will need to determine whether it agrees with the Applicant's assessment.</p> <p>The Planning Board and Applicant should coordinate with HES with respect to the soil sampling.</p> <p>Building Height should be depicted on the elevations.</p>

10. The site plan depicts an "area of non retail outdoor nursery sales." The Applicant should provide more information regarding this uses. It was the Planning Department's understanding that this was approved by special use permit by the Town Board as a temporary use while a redevelopment plan was prepared by the property owner.
11. The site plan should contain a zoning conformance chart for review. The chart should address compliance with setbacks, building coverage, building height and floor area ratio.
12. The site plan should be revised to demonstrate that the proposed parking area meets the minimum requirements of Section 355-56 of the Town Code with respects to parking space size, location, access drives and aisles.
13. A site plan should be submitted that depicts the reasonable screening at all seasons of the year from the view of adjacent streets of all parking and loading areas or other features that, in the opinion of the Planning Board, require such screening.
14. A site plan should be submitted that provides for outdoor lighting meeting the requirements of Section 355-45.M of the Town Code.
15. Pursuant to Section 355-56.H of the Town Code, the site plan shall be revised to provide at least one tree, not less than three inches caliper at time of planting, within the parking area for each 10 parking spaces. The site plan should be revised to demonstrate compliance with the Town Code.
16. Pursuant to Section 355-56.H of the Town Code, the site plan shall be revised to depict at least 10% of the interior of the parking area curbed and landscaped with trees, shrubs and other plant material. The site plan should be revised to demonstrate compliance with the Town Code.
17. The site plan should be revised to include a plan for refuse disposal. The area should be large enough to accommodate all of the proposed uses on site.