

STAFF REPORT - TOWN OF NORTH CASTLE PLANNING DEPARTMENT

September 16, 2022



APPLICATION NUMBER - NAME
 #2022-010 – 10 Creemer Road -
 Accessory Apartment Special Permit and Site
 Plan Approvals

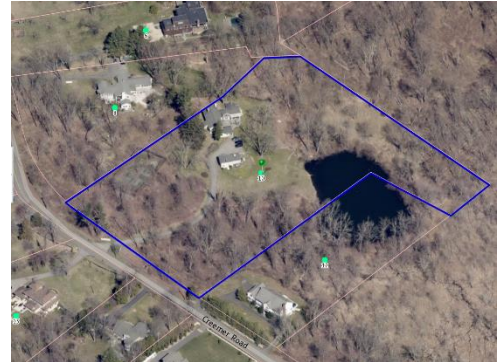
SBL
 108.02-2-60

MEETING DATE
 September 29, 2022

PROPERTY ADDRESS/LOCATION
 10 Creemer Rd

BRIEF SUMMARY OF REQUEST

Proposed expansion and additions to an existing single family residence and guest cottage. In addition, the Applicant is seeking approval for an Accessory Apartment Special Use Permit.



PENDING ACTION: Plan Review Town Board Referral Preliminary Discussion

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-2A One-Family Residence District (2 acre)	Existing home and accessory apartment	Residential	House and apartment expansion	5.66 acres

PROPERTY HISTORY

Existing Single Family Home with accessory buildings

 1986 – Pamela Healey received Planning Board approval for accessory apartment.

COMPATIBILITY with the COMPREHENSIVE PLAN

- Continue to take neighborhood context into account in approving new single-family homes.
- Continue to protect natural resources and environmentally sensitive areas such as rivers, streams, lakes, ponds, wetlands, flood plains, aquifers, wildlife habitats, steep slopes and forested areas, significant trees, and woodlands, among others, from unnecessary and avoidable impacts.
- Continue strong protection of tree cover through the tree removal permitting process.
- Preserve the current overall development pattern of North Castle and its neighborhoods. Be sure new development responds to environmental constraints, particularly for preservation of the New York City watershed.
- Maintain the quality-of-life created by physical and natural attributes, by structuring development that promotes sound conservation measures.
- The Town should encourage residential development that is compatible in scale, density, and character with its neighborhood and natural environment.

STAFF RECOMMENDATIONS

1. The Applicant should be directed to address all outstanding staff and consultant’s comments.

<u>Procedural Comments</u>	<u>Staff Notes</u>
<ol style="list-style-type: none"> 1. The Proposed Action would be classified as a Type II Action pursuant to the State Environmental Quality Review Act (SEQRA). 2. A public hearing regarding the proposed special permit will need to be scheduled. 3. The application for special permit approval requires referral to the Westchester County Planning Board pursuant to § 239-m of New York State General Municipal Law (GML) since a special permit is being requested. 4. The Applicant will need to obtain Architectural Review Board approval for the structures. 	<p>The referral was made on March 29, 2022</p>
<p><u>General Comments</u></p> <ol style="list-style-type: none"> 1. Accessory apartments are not permitted to be located in an accessory structure unless the structure was constructed prior to October 11, 1984. Pursuant to Section 355-40.K(4)(a) of the Town Code, the Applicant should provide documentation demonstrating that the accessory building existed prior to October 11, 1984. 2. The proposed modifications to the accessory apartment do not appear to be permitted, as the <u>proposed modifications are proposed post October 11, 1984</u> and any new CO would have a date after October 11, 1984. The Applicant will need to secure a variance from the Zoning Board of Appeals. 3. Pursuant to Section 355-40.K(5) of the Town Code, only one accessory apartment is permitted per lot. The Applicant should confirm that other accessory apartments are not located on the property. 4. The site plan should identify any trees proposed to be removed for the proposed septic system. 5. The house elevations should be revised to depict Building Height (average grade to weighted roof midpoint) and Maximum Exterior Wall Height (lowest garage to weighted roof midpoint). 6. The accessory apartment elevations should be revised to depict Building Height (average grade to weighted roof midpoint) and Maximum Exterior Wall Height (lowest garage to weighted roof midpoint). 7. Section 355-40.K(7) of the Town Code prohibits the establishment of an accessory apartment on a lot that contains a professional office or home occupation use. The Applicant should confirm that the site does not contain a professional office or home occupation use. 8. Pursuant to Section 355-40.K(3) of the Town Code, the owner of the lot on which the accessory apartment is located shall occupy either of the dwelling units on the premises. Owner occupancy of one of the units shall continue for the duration of the special permit 9. The Applicant shall submit an exhibit (or plan note/calculation) demonstrating that the accessory building does not exceed 25% of the floor area (not coverage) of the main building. 	<p>The Applicant should submit a Building Permit, CO or other Building Department documentation demonstrating that the structure was constructed prior to 1984.</p> <p>The Applicant's cover letter indicates that this information was submitted; however the CO submitted was a CO for a renovation dated 1988.</p> <p>The Applicant has confirmed that the property contains only one accessory apartment.</p> <p>The Applicant has indicated that tree information will be provided at a later date.</p> <p>The cover letter states that the architectural plan have been updated to depict this information; however, the submitted plans have not been revised.</p> <p>The maximum height of an accessory building can't exceed 22 feet.</p> <p>The cover letter states that the architectural plan have been updated to depict this information; however, the submitted plans have not been revised.</p> <p>The Applicant has confirmed that the property does not contains a professional office or home occupation.</p> <p>The Applicant should confirm that one of the units will be occupied by the property owner.</p> <p>The Applicant has stated in the cover letter that the apartment is 15.5% of the main house. However, the Planning Department did not see this calculation called out on the submitted architectural plans.</p>

10. Pursuant to Section 355-40.K(4)(b) of the Town Code, the Applicant should provide documentation that the principal dwelling CO was issued more than four years ago and that the Applicant has owned the property for two years.
11. The site plan should be revised to depict the location of off-street parking for the principal dwelling (2 spaces) and for the accessory apartment (2 spaces).
12. Pursuant to Section 355-40.K(11) of the Town Code, the Applicant will need to demonstrate that the size of the apartment conforms to the Town Code. Specifically, where the gross floor area of the dwelling is less than or equal to 2,000 square feet, the accessory apartment shall in no case exceed 33% of such area. Where the gross floor area of the dwelling is greater than 2,000 square feet, the permitted maximum size of the accessory apartment may be increased by 25% of the gross floor area in excess of 2,000 square feet.
13. Pursuant to Section 355-40.K(12) of the Town Code, within 30 days of receipt of a completed application which indicates conformance to all dimensional standards, the Building Inspector and the Fire Inspector shall conduct an on-site inspection of the residence and shall report on such inspection to the Planning Board and shall include in these reports the compliance of the proposed accessory unit with the requirements of this subsection, as well as building and fire codes, and other information as may be requested by the Planning Board.
14. Pursuant to Section 355-40.K(14) of the Town Code, prior to the issuance of a building permit for the establishment of an accessory apartment, the existing septic disposal system shall be reviewed by the Westchester County Department of Health, except where public sewer is provided. The Building Inspector shall reject all applications for building permits for accessory apartments in those cases where the Health Department report indicates that the septic system is inadequate for the requested use, or contains recommendations for improvements to the system until such time as such recommended improvements are installed. The applicant shall demonstrate to the Building Inspector that the septic disposal system has been cleaned within one year of the date of application. For properties provided with water supply from an on-site well, the applicant shall also collect a sample of well water for microbiological analysis to determine the presence of the coliform group. Such sample shall be analyzed by a state-approved laboratory, and the results shall be reported to the Building Inspector and Health Department.
15. Pursuant to Section 355-40.K(15) of the Town Code, accessory apartments which have been approved by the Planning Board, following due notice and public hearing, shall be reinspected by the Building Inspector every three years. The purpose of such continuing reinspection of the accessory unit shall be to determine if all required conditions of approval continue to be complied with, and report on such findings to the Planning Board. At the same time of such inspection, the Building Inspector shall also review and report on compliance with off-street parking requirements. If the Building Inspector finds that additional parking is necessary for the lot, he shall report such finding to the Planning Board and recommend the number of additional spaces to be provided. On the recommendation of the Building Inspector, the Planning Board may make a finding that the original conditions of special permit approval continue to be complied with, modify the conditions of special permit approval in accordance with the Building Inspector's recommendations or revoke the accessory apartment special permit approval.
16. Pursuant to Section 355-40.K(16) of the Town Code, a special permit uses for accessory apartments shall terminate upon change of ownership.
17. Pursuant to Section 355-37 of the Town Code, the Planning Board must determine that:
 - The location and size of the use, the nature and intensity of the operations involved in it or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
 - The location, nature and height of buildings, walls, fences and the nature and extent of existing or proposed plantings on the site are such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.

The Applicant shall provide the required analysis for review by the Planning Department.

- Operations in connection with any special use will not be more objectionable to nearby properties by reason of noise, fumes, vibration or other characteristics than would be the operations of any permitted uses not requiring a special permit.
- Parking areas will be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to achieve maximum convenience and safety.
- Where required, the provisions of the Town Flood Hazard Ordinance.
- The Board finds that the proposed special permit use will not have a significant adverse effect on the environment.