

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

May 30, 2023



APPLICATION NUMBER & NAME  
#2023-017 – 5 N. Greenwich Rd. – Site  
Plan, Tree Removal Permit Approvals

SBL  
108.03-3-14

MEETING DATE  
June 12, 2023

PROPERTY ADDRESS/LOCATION  
5 N. Greenwich Road, Armonk

**BRIEF SUMMARY OF REQUEST**

Construction of a new 12 space parking lot in addition to the existing 19 spaces provided to support the existing commercial building at 5 N. Greenwich Road.



PENDING ACTION:       Plan Review       Town Board Referral       Preliminary Discussion

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
PBO & R-1A	Office Building	Commercial Development Along Route 22;	New parking area	1.79 acres

**PROPERTY HISTORY**

- Existing commercial building containing a variety of uses.

**COMPATIBILITY with the COMPREHENSIVE PLAN**

The five office districts in North Castle allow for professional office and related uses at a variety of densities, ranging from the low-density campus development encouraged in the OB district between Old Route 22 and I-684, to the Professional Business Office districts (PBO and PBO-2A), which permit smaller-scale developments in Armonk and along Old Route 22. The Office Business Hotel district (OBH), mapped west of Community Park, is designed to permit hotels on minimum 20-acre lots. A total of 640 acres, or 3.8% of total land area, is zoned for offices.

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.

**STAFF RECOMMENDATIONS**

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

<p><u>Procedural Comments</u></p> <ol style="list-style-type: none"> <li>1. The Proposed Action would be classified as an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQRA).</li> <li>2. A Public Hearing for the proposed site plan will need to be scheduled.</li> <li>3. 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.</li> </ol>	<p><u>Staff Notes</u></p> <p>The Planning Board will need to determine whether to conduct a coordinated or uncoordinated environmental review.</p>
<p><u>General Comments</u></p> <ol style="list-style-type: none"> <li>1. The property is located in the PBO and R-1A zoning districts. Section 355-9 of the Town Code states that “uses permitted in one district may not extend into another district where they would not otherwise be permitted.” The proposed new parking lot is located in the R-1A Zoning District. The Applicant will need to secure a use variance from the Zoning Board of Appeals or petition the Town Board to rezone the R-1A portion of the lot to the PBO Zoning District.</li> <li>2. The off-street parking requirement for the existing spectrum painting office is not correct. Office uses are calculated at 1 space required for each 250 square feet of gross floor area.</li> <li>3. The site plan should identify all Town-regulated trees within the area of disturbance. The plan should identify the location, size, species and removal status of all trees. The Applicant should quantify the total number of Town-regulated trees proposed to be removed.</li> <li>4. The Applicant should provide floor plans (and square footage) depicting the location of existing uses within the building. It is noted that any basement spaces not used for mechanical equipment should be identified and should be included in the off-street parking analysis.</li> <li>5. The proposed lighting is noted to be installed at an angle of 30 degrees and will create glare. This is not permitted. All proposing lighting is required to be downlit, full cutoff fixtures pursuant to Section 355-45.M of the Town Code.</li> <li>6. The site plan should be revised to include cut sheet/details of all proposed lighting.</li> </ol>	<p>In this case, off-street parking is only permitted in a residential district associated with a permitted principal use in the R-1A Zoning District (e.g., single family house) and not a business office.</p>