

STAFF REPORT - TOWN OF NORTH CASTLE PLANNING DEPARTMENT

September 18, 2023



APPLICATION NUMBER - NAME
 #2023-032 – 393 Main Street Amended Site
 Development Plan Approval

SBL
 108.03-1-1

MEETING DATE
 September 28, 2023

PROPERTY ADDRESS/LOCATION
 393 Main Street, Armonk

BRIEF SUMMARY OF REQUEST

Proposed change of use of 852 s.f. from office space to salon.



PENDING ACTION: Plan Review Town Board Referral Preliminary Discussion

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
CB-A2	Main Street Commercial	Downtown Commercial	None	0.34 acres

PROPERTY HISTORY

2001- Site Plan Approval for changes to the rear of Broadway Pizza.

2014 – Change of use from carry-out restaurant (Scoops) to office (William Ravies) approved by Planning Board

COMPATIBILITY with the COMPREHENSIVE PLAN

Avoid expansion of the existing retail areas in Town, focusing on enhancing them through transportation improvements, landscaping and beautification, strong site design and targeted infill housing as appropriate.

STAFF RECOMMENDATIONS

1. The Applicant should be directed to address all outstanding staff and consultant’s comments.
2. The project is compatible with the Comprehensive Plan.
3. Once all staff and consultant’s comments are addressed, the Planning Board should give consideration to approving the requested permits.

<p><u>Procedural Comments</u></p> <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 for the proposed site plan will need to be scheduled. 3. The application for site plan approval requires referral 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 NYS Route 128. 4. Pursuant to Section 355-16 of the Town Code, any proposed new or modification to signs will require ARB approval. 	<p><u>Staff Notes</u></p>
<p><u>General Comments</u></p> <ol style="list-style-type: none"> 1. The Applicant should submit a “theoretical” maximum number of Town Code compliant off-street parking and loading spaces. This plan will be used as a base to determine whether the minimum number of off-street parking spaces “could be” provided on the site. It is noted that the submitted plan depicts spaces 27-32 off the property. The plans will need to be revised to depict all spaces on the property. The theoretical maximum parking plan does not need to represent existing conditions. 2. The theoretical parking plan should depict off-street loading facilities. However, upon consideration of all factors entering into the loading and unloading needs of each use, the Planning Board may make appropriate reductions in the loading requirements and may determine reasonable and appropriate loading requirements. 3. If the theoretical maximum parking and loading plan depicts 32 off-street parking spaces, then the Applicant should submit an existing conditions plan that will be approved by the Planning Board as a “landbanked” parking plan pursuant to Section 355-56.B of the Town Code. This is permitted as the Applicant has submitted a plan that can demonstrate conformance with the Town Code (the theoretical plan). If the theoretical maximum parking plan depicts less than 32 off-street parking spaces, the Applicant will need to obtain an off-street parking variance from the Zoning Board of Appeals. After the issuance of the variance, the Planning Board can permit the existing off-street parking configuration as a “landbanked” parking plan. 4. All of the issues identified in comments 1-3 could be avoided if the property owners along the West side of Main Street created a parking district. Pursuant to the Town Code, if a parking district is established, the off-street parking requirements for any permitted use with the CB-A2 Zoning District would be deemed met, and the off-street parking machinations above would not be needed. 5. The Applicant should indicate whether any new/updated signage is proposed. 	<p>The Planning Board will need to determine whether the theoretical parking plan shall depict loading facilities.</p> <p>If so, the ARB will need to consider the proposed sign requirements identified in Section 355-16 of the Town Code with respect to sign size and design.</p>

