



John Kellard, P.E.  
David Sessions, RLA, AICP  
Joseph M. Cermele, P.E., CFM  
Jan K. Johannessen, AICP

**MEMORANDUM**

TO: North Castle Planning Board

CC: Adam Kaufman, AICP

FROM: John Kellard, P.E. *JK*  
KSCJ Consulting  
Consulting Town Engineers

DATE: February 26, 2024  
**Updated April 8, 2024**

RE: 12 Bedford Road, LLC  
12 Bedford Road  
Section 108.03, Block 1, Lot 7

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As requested, KSCJ Consulting has reviewed the site plans and supporting documents submitted in conjunction with the above-referenced application. The applicant is proposing to renovate the existing, single-family structure with a home office into a duplex, two (2) bedroom apartment and duplex office space. The existing structures (garage and shed) within the rear yard will be removed and the driveway will be expanded to accommodate seven (7) parking spaces. The 9,869 s.f. parcel is located within the RO Zoning District.

**GENERAL COMMENTS**

1. The applicant should provide dimensions for all parking spaces, back out areas and driveway width. Section 355-56(G) of the Town Code requires driveways with more than five (5) parking spaces to access the spaces with a driveway having a minimum width of 20 feet. The existing structure appears to have a side yard of ten (10) or less feet.

**The applicant is proposing seven (7) parking spaces, six (6) 9' x 16' spaces with a two (2) foot overhang and a 15' x 16' handicap space with a two (2) foot overhang. A twenty-five (25) foot back up aisle is also provided.**

**The driveway to Bedford Road is limited in width due to the limited width of the side yard between the existing building and eastern property line. At the rear corner of the building, the width is limited to 11.5 feet with a second floor overhang providing further restriction to nine (9) feet. The drive would be widened to ±12-13 feet at the front property line.**

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The Board will need to determine whether the limited drive aisle width is sufficient to accommodate the seven (7) spaces within the rear yard. Perhaps the applicant can provide a porous grass-crete pull off area along the driveway in front of the building, which would permit vehicles to pass should such condition occur.

2. The applicant is proposing to expand the rear parking area to accommodate seven (7) parking spaces which will result in an increase in on-site impervious coverage. The applicant should quantify the proposed change of impervious surfaces on-site and provide stormwater mitigation for the increase in runoff generated by the net increase of impervious surface, for the 25-year 24-hour storm event.

The applicant should illustrate the existing on-site drainage pipes and proposed stormwater collection and discharge improvements. Discharge should connect to the existing drainage system within Bedford Road.

3. The applicant should illustrate the proposed sump pump discharge from the basement and footing drains of the structure. The applicant should include size, slope and type of drain pipe. Discharge should be to the existing drainage system within Bedford Road.
4. The applicant should prepare an Erosion and Sediment Control Plan, which includes construction access, silt fence, inlet protection, etc. Please provide details of all erosion and sediment structures.
5. The applicant should illustrate proposed grading on the Site Plan. Please provide a driveway profile.
6. The applicant should clarify all on-site improvements, inclusive of driveway pavements, curbing, sidewalks, etc. Please detail the new driveway curb cut. A Curb Cut Permit will be required from the Town Highway Department prior to Building Permit.
7. The applicant should address the location and details for storage of the refuse and recycling materials.
8. The applicant should illustrate the existing utilities servicing the building and clarify whether new services will be required.

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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.

**PLANS REVIEWED, PREPARED BY JOHN G. SCARLATO, JR. ARCHITECT, DATED FEBRUARY 29, 2024:**

- Exterior Elevations, Plot Plan, Zoning Chart, General Notes (A-1)
- Exterior Elevations, Sections (A-2)
- Basement/Foundation (A-3)
- First Floor Construction Plan (A-4)
- Second Floor Construction Plan (A-5)
- Demolition Plans (A-6, A-7)
- Reflected Ceiling/Electric Plans (A-8, A-9)
- Floor Area Diagrams (Supl)

JK/dc