

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

February 20, 2024



APPLICATION NAME & NUMBER  
12 Bedford Road [2024-004]

SBL  
108.03-1-7

MEETING DATE  
February 26, 2024

PROPERTY ADDRESS/LOCATION  
12 Bedford Road, Armonk

**BRIEF SUMMARY OF REQUEST**

Renovation of existing structure into an office unit and a two bedroom residential unit. Removal of detached garage and shed.



PENDING ACTION:       Plan Review       Town Board Referral       Preliminary Discussion

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
RO (Residence Office)	Vacant	Commercial and residential development along Bedford Road	Renovation of existing building and site enhancements	0.23 acres

**PROPERTY HISTORY**

Offices of Ralph L. MacDonald Surveyor

**COMPATIBILITY with the COMPREHENSIVE PLAN**

The Comprehensive Plan states the following:

- Continue to support local preservation advocates and the Bedford Historic District in North Castle, including the retention of historic homes and buildings.

**STAFF RECOMMENDATIONS**

1. The Applicant should be directed to address the comments in staff memos.

<p><u>Procedural Comments</u></p> <ol style="list-style-type: none"> <li>12 Bedford Road is located within North Castle Landmarks Preservation District No. 1 which encompasses the Town Hall, Highway Department and Cornell Birdsall House properties, the Westchester Chinese Christian (formerly Methodist) Church, and the Bedford Road Historic District. The Bedford Road Historic District, created by the Town Board in 1979 and listed on the National Register in 1985, incorporates St. Stephen's Episcopal Church and Cemetery, an out-building and six Greek Revival-style houses, creating a linear assemblage of seven contiguous properties. The uniform spacing, setback of the buildings and regularity of architectural design enhances the streetscape.</li> <li>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>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 NY Route 128.</li> <li>The Proposed Action would be classified as a Type II Action pursuant to the State Environmental Quality Review Act (SEQRA).</li> <li>A Public Hearing for the proposed site plan will need to be scheduled.</li> <li>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> <li>The site plan should be forwarded to the Sewer and Water Department so that they may make any pertinent recommendations to the Planning Board the capacity of the sewer and water infrastructure to handle the proposed amount of effluent and water demand.</li> </ol>	<p><u>Staff Notes</u></p> <p>Pursuant to Chapter 195 (Landmarks Preservation), the Applicant will need to obtain a Certificate of Appropriateness for the changes proposed to the building and site from the Landmarks Preservation Committee.</p> <p>(9) construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance.</p>
<p><u>General Comments</u></p> <ol style="list-style-type: none"> <li>The submitted Zoning Chart should be revised to depict the proposed uses on site. As submitted, it appears that an office and 2-bedroom dwelling unit is proposed. In addition, the chart should identify the size of each use (in s.f.).</li> <li>The submitted Zoning Chart should also be revised to demonstrate that the proposed uses on the site provide the minimum required amount of off-street parking. Office uses require 1 space for every 250 s.f. of gross floor area). The one-family dwelling would require 2 spaces.</li> <li>The Zoning Chart should be revised to eliminate the maximum permitted amount of gross land coverage line as max GLC does not apply to office districts.</li> <li>The site plan should be revised to depict the maneuvering aisle dimensions pursuant to <a href="#">Section 355-56.E of the Town Code</a>.</li> <li>The site plan shall be revised to depict the access drive dimensions pursuant to <a href="#">Section 355-56.G. of the Town Code</a>. The drive is required to be a minimum of 20 feet wide. The proposed driveway along the house should also be dimensioned at the rear. The driveway does not appear to be wide enough.</li> </ol>	<p>Since this is an office district, the Applicant will need to demonstrate that more than 50% of the floor area of the building is dedicated to an office use. The floor area associated with the front porch should be considered office floor area as it is adjacent to the proposed office use.</p> <p>Backup and maneuvering aisles between rows of parking spaces shall be at least 25 feet wide.</p> <p>The Planning Board and the ZBA will need to evaluate whether the proposed condition will be safe and appropriate.</p>

6. The site plan shall be revised to depict the dimensions of the proposed off-street parking spaces.
7. The site plan should depict the location of any proposed free standing signs (or building mounted signs). Any proposed signs shall conform to the requirements of [Section 355-16 of the Town Code](#).
8. The Applicant should submit a lighting plan that conforms to [Section 355-45.M of the Town Code](#).
9. The Applicant should submit a dumpster location (or other refuse disposal proposed) conforming to [Section 355-45.O of the Town Code](#).
10. [Pursuant to Section 355-15.M of the Town Code](#) and [Section 355-15.N of the Town Code](#), the Applicant should submit a landscape plan for review.
11. Pursuant to [Section 355-30.I\(4\) of the Town Code](#), nonresidential parking is not permitted to be located in the front or side yards. As proposed the parking is located 5 feet from the side lot line where 9 feet is required. The spaces will need to be relocated or the Applicant will need to seek a variance from the Zoning Board of Appeals.