



***Environmental, Planning, and Engineering Consultants***

34 South Broadway  
Suite 401  
White Plains, NY 10601  
tel: 914 949-7336  
fax: 914 949-7559  
[www.akrf.com](http://www.akrf.com)

## Memorandum

---

**To:** Village of Mamaroneck Planning Board  
**From:** AKRF, Inc.  
**Date:** September 7, 2022  
**Re:** 412 Munro Avenue, Mamaroneck, New York

---

AKRF, Inc. has reviewed the following application materials for the above-referenced project in relation to the requirements of Chapter 300 of the Village Code:

- Building Permit Application, dated 8/16/2022
- Planning Board Application, dated 8/22/2022
- Building Determination Letter, dated 6/7/2022
- Site Plan, prepared by Catizone Engineering, P.C. and last revised 8/19/2022
- Survey by Gabriel E. Senor, P.C., dated 7/8/2022
- Short Environmental Assessment Form (EAF), dated 8/16/22
- Stormwater Pollution Prevention Plan (SWPPP), dated 8/19/2022

### PROJECT DESCRIPTION

The Applicant, Archer Property Management, on behalf of the property owner, Heathcote Manor, requests site plan approval to renovate the existing patio area, install a retaining wall, fencing, plants, and permeable pavement on a 0.46-acre lot (SBL: 9-15-282) in the R-7.5 zoning district. The area of disturbance is 0.03 acres. The site is currently improved with a four-story multi-family residential building with parking. Preexisting nonconformities include: minimum front and rear yard setbacks, maximum lot coverage, building stories, and FAR. The application requires site plan approval from the Planning Board per §342-75.A and may require a variance to expand lot coverage from the Zoning Board of Appeals.

### COMMENTS

1. The zoning table on the site plan shows the following nonconformities: front yard setback (25 ft required; 8 ft provided), rear yard setback (30 ft required; 7.9 provided); maximum building coverage (35% maximum; 38% existing), maximum building stories (2.5 maximum; 4 existing) and maximum FAR (0.27 maximum; 1.52 existing). The notation of “existing non-conformity” should be added to “maximum building stories” on the zoning table.
2. The zoning table also provides that the preexisting nonconforming lot coverage of 38 percent will not be expanded by the proposed project. The Applicant should provide the figures used in this calculation of existing and proposed lot coverage. In particular, whether or not the proposed retaining walls were

included in the calculation as these are new structures. If the proposed project would expand the lot coverage, the application will require a variance from the Zoning Board of Appeals, per Section 342-65 of the Zoning Code.

3. It appears that the site plan proposes the removal of at least one existing tree. The Applicant should submit a tree preservation plan per Village Code § 318-8.

**RECOMMENDED ACTIONS**

At the September 14, 2022, meeting, AKRF recommends that the Planning Board classify the project as Type II (617.5(c)(12)) under SEQRA.