



## MEMO

**TO: Planning Board**  
**FROM: Dylan Smith, Town Planning Director**  
**DATE: July 7, 2017**  
**RE: Application Review—York County Federal Credit Union**  
**381 Route 1**  
**Map & Lot: 0053-0002**

### OVERVIEW

The proposed site plan revision, located at 381 US Route 1, is to modify the sign location and landscaping plan from a recent Planning Board approval. The proposed site plan revision is located within the Route One-3 Zoning District.

### JURISDICTION

This is an amendment of an approved Site Plan/Route 1 use permit, so the change must be approved by the Planning Board. The process to handle revisions is contained in Site Plan and Subdivision Regulations §5.6. Scope of matters to be considered by the Board is limited by §5.6.3 to only those matters proposed to be changed.

### RECOMMENDATIONS

1. Application Acceptance. I have reviewed all application materials as it relates to the plan revision request in the application and find there is sufficient information for the Board to begin its review process especially as this revision is minor.
2. Public Hearing. Following the application acceptance vote or lack thereof, conduct the public hearing to identify any issues or concerns relevant to the decision-making process.
3. Substantive Review and Deliberation. I believe the relevant issues for the Planning Board to discuss as part of this application include:
  - A. **Landscaping**. The applicant has provided a landscaping plan by a licensed landscape architect, however a stamp should be included on the revised mylar as required by §4.7.D of the site subdivision regulation. The applicant appears

to still be complying with the required number of “plant units” as specified in §6.3.10.3.

B. **Other.** The Planning Board does not review sign standards as that is under the purview of the Code Enforcement Officer. The signature blocks just need to be for Planning Board signature purposes as the revision is very minor and does not need review by the other departments.

4. Decision. I recommend the Planning Board approve the application with the following condition(s):

- That the mylar contain all appropriate professional stamps; and
- The mylars contain only those plan sheets for which are being revised.