



## MEMO

**TO: Planning Board**  
**FROM: Dylan Smith, Town Planning Director**  
**DATE: July 7, 2017**  
**RE: Application Review—Best Western York Inn (Plan Revision)**  
**2 Brickyard Lane**  
**Map & Lot: 0059-0022-D**

### OVERVIEW

The proposed site plan revision, located at 2 Brickyard Lane, is to install a new 2-stop elevator and exterior service door that will cause some minor exterior building changes. The proposed site plan revision is located within the Route One-3 Zoning District. This application received approval in September of 2015 and because the permit has lapsed (an applicant has 1 year to begin substantial work on an approved plan/permit) is now before the planning board to receive similar approval.

### 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. The Board, at its discretion, can allow a public hearing for a sketch plan and or conceptual plan.
3. Substantive Review and Deliberation. I believe the relevant issues for the Planning Board to consider as part of this application include:

A. Building and Site Design Standards.

The applicant's proposal to put in an elevator and service door, which is not visible to Route 1, in my opinion, will not diminish the look or character of the building. I think the waivers, as requested, for §6.3.13.4 regarding material requirements is fair given the entire building is vinyl sided and that this installation will not be easily noticeable. Also, the waiver request regarding roof type structures (gable, hip, mansard etc.) seems appropriate, as the area where the changes are proposed appear to be minor and (again) the location is not easily noticeable from Route 1. All in all I think the minor change in the outside elevation will not deter from the building and other abutting properties. In general, nothing has really changed to the ordinances that would impede approval of this application since 2015.

4. Decision. I recommend that the Planning Board grant the waiver request(s) and then approve the application as the Board did in 2015. The Board can use the findings of fact from the previous approval as framework for approval of this application.