

TOWN OF MONROE
APPLICATION REVIEW TEAM COMMENTS

For: Planning and Zoning Commission Applications

PZC Application Number: SEP-2020-02, File #1622A

Comments By:

Development Description: Landscaper Business

P&Z Administrator **Fire Marshal**

Location of Development: 556 Pepper Street

Town Engineer **Police**

Zoning – Assessor Map/Lot: I-2 – 93/40
RM #35 – 1.37 acres

Building Official **Health Department**

DATE REVIEWED: August 26, 2020

UPDATED REVIEW: **January 6, 2020**

Application and Plans:

- Application SEP-2020-02;
- Project Narrative, 04/16/20;
- Zoning Location Survey, James A. Denssion, 05/14/20; and
- **1 – Proposed Drainage and Site Plan, HKA, 08/21/20, revised 12/28/20.**

Applicant: Rios Cesar

Owner: Rios Cesar

Application: **Special Exception Permit / Site Development Plan Application for conversion of a portion of an existing non-conforming single-family home use to a permitted Landscaper business, including related office, driveway, parking, fencing and dumpster improvements.**

PLANNING AND ZONING COMMENTS

A number of previous comments from the initial memo dated August 26, 2020 still remain unaddressed.

SITE PLANNING CONSIDERATIONS

1. Several of the previous Site Plan compliance comments remain unaddressed:

3g. As previously commented, Zoning §4.3.7A requires all (new) parking to be no less than 50 feet from the front property line and 25 feet from all other property lines.

- Add a row in the **Zoning Table** for **Off-Street Parking Setbacks**.
- Add delineation and labeling with dimensions of the applicable front, side and rear yard setbacks associated with off-street parking.
- Show existing and proposed off-street parking spaces, as well as any separate truck spaces.

3h. As previously commented, Zoning §4.3.5E(2) requires the location of accessory outdoor storage to comply with applicable I-2 District bulk requirements (i.e., 25 feet side yard setbacks). As such, the Site Plan should be revised as follows to demonstrate compliance of same:

- Add a row in the **Zoning Table** for **Accessory Outdoor Storage Setbacks**.
- Add delineation and labeling with dimensions of the applicable front, side and rear yard setbacks associated with Accessory Outdoor Storage.

3i. As previously commented, in addition to the revisions as commented above, the **Zoning Table** should be revised to insert **No Change** in the blank row entries in the “proposed” column.

3j. As previously commented, if any exterior **signs** are proposed, details of same consistent with the standards in Zoning §4.3.9, §6.3, §7.2.12 and §7.3.1E(6) should be included on the Site Plan. If none, the following note should be added to the Site Plan: **No signs are proposed to be installed. Prior to the issuance of a Sign Permit for any future new signs, details of same shall be submitted to the Planning and Zoning Commission for review and approval.**

3k. As previously commented, if any new or replacement exterior **lights** are proposed, details of same consistent with the standards in Zoning §6.3, §7.2.3 and §7.3.1E(5) should be included on the Site Plan. If none, the following note should be added to the Site Plan: ***No new exterior lights are proposed to be installed. Prior to the installation of any new or replacement exterior lights, details of same shall be submitted to the Planning and Zoning Commission for review and approval.***

2. Conditions for Subsequent Consideration

- Confirmation of the final plan revisions by Inland Wetlands.
- Completion of B-100 per Health Department ART comments dated 12/02/20.
- Town Engineer ART comments dated 01/05.21 as determined by the Commission
- Bonding per Town Engineer ART comments dated 01/05/21
- Revision of the Site Plans to address the open zoning compliance issues listed above.