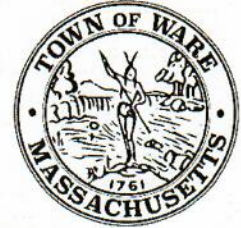


## Memo: Bird Hill Farm, Special Permit Modification



To: Planning Board

From: Anna Marques, Building Commissioner / Zoning Enforcement Officer

Date: October 20, 2022

This memo is to address the proposed modification to the existing Special Permit. It appears from the information provided that the changes are outside of the existing structure meaning there are no changes to the approved 5 guest rooms or the workshop spaces currently allowed for up to 5 people.

- 1) It would be helpful to see on a site plan the proposed location of the pavilion that is to accommodate 50 people. Is this to be open-air or will it have a covering?
- 2) The parking area, as proposed, totals 6,875 SF which would trigger the requirement of a minor site plan review. Under site plan review, the parking layout and traffic concerns could be addressed further. I would question the sizes of the proposed spaces. The proposed sizes of the spaces and travel lanes are insufficient. Per zoning, the spaces are to be 9'-0" x 20'-0". Enough maneuvering space shall be provided to prevent backing up into a public way. Paving requirement may be waived by the permitting authority. With this proposed number of spaces, 2 should be handicap accessible (closest spaces to the venue). It is recommended to request an engineered site plan for the layout of the parking in addition to locating the proposed pavilion on the plan.
- 3) There are additional landscaping and buffering requirements for a parking area in the zoning bylaw which should be addressed. This could also be designed for accordingly on a site plan prepared by a registered design professional. Waivers for the landscaping and buffering requirements could be requested for in writing. It is also important to note that there is a 15'-0" landscape buffer required from a public street and a buffering requirement to an adjoining residential property.