INTOXICATING BEVERAGE ON-SITE SERVICE

Indoor and/or Outdoor Special Exception Supplement

NOTE: Submit this supplement with the Town's completed Special Exception Application. This supplement does not replace the general application, owner authorization, affidavit, fee, escrow, or public-hearing requirements.

1. Application Reference

Subject Property	Address: _____ Parcel / STRAP no.: _____
Applicant / business	_____
Principal business use	_____
Pre-application meeting	Date: _____

2. Requested Service Area

☐ Indoor service

☐ Outdoor service on private property

☐ Outdoor service on public property

Service-area size	Indoor: _____ sq. ft. Outdoor: _____ sq. ft. Total: _____ sq. ft.
Seating	Tables: _____ Chairs/seats: _____ Maximum occupant load: _____
Alcohol service hours	Days: _____Hours: _____
Principal-business hours	Days: _____ Hours: _____
Beverages offered	☐ Beer ☐ Wine ☐ Spirits ☐ Other: _____
State licensing	Existing/proposed ABT license type or number: _____
Food service	Describe:_____ _____

3. Site Plan and Operational Details

Service Area Location: **Describe the exact location and boundaries of each proposed indoor and/or outdoor intoxicating beverage service area. Clearly identify each service area on the attached site plan and floor plan.**

Circulation, Accessibility, and Life Safety:

The intoxicating beverage service area shall not be operated in a manner that creates a public nuisance or interferes with pedestrian or vehicular circulation, access to adjacent businesses or tenant spaces, accessible routes, required means of egress or exit discharge, or fire-safety access.

Describe how the proposed service area will comply with these requirements. Identify the proposed clearances between tables, chairs, entrances, accessible routes, required egress paths, and other site features.

Furniture, Signs, and Barriers:

Unless otherwise permitted by the Code, additional signs, menu boards, and sandwich-board signs are prohibited within an outdoor intoxicating beverage service area. Fencing, railings, plantings, or other barriers shall not be installed within the public right-of-way to delineate an outdoor service area.

Describe all tables, chairs, umbrellas, heaters, planters, signs, menu boards, barriers, and other objects proposed within or adjacent to the service area. Identify whether any proposed object would be located on public property or within the public right-of-way.

Cleaning and Maintenance:

The business owner or operator shall maintain the intoxicating beverage service area in a clean and safe condition. Trash and litter shall be removed daily. Public sidewalk trash receptacles shall not be used to dispose of waste generated by the business or its customers.

Describe the proposed cleaning, trash removal, litter-control, and daily maintenance procedures.

Parking:

State the number of off-street parking spaces required and provided. Describe the anticipated parking demand associated with the service area and identify all parking spaces on the attached parking plan.

Required spaces: _____ Provided spaces: _____

Additional explanation:

_____
_____
_____
_____
_____
_____

4. Music, Entertainment, Noise, and Security

Entertainment	☐ None ☐ Live music ☐ Amplified music ☐ DJ ☐ Other: _____
Entertainment hours	Days: _____ Hours: _____

Operating-Hours Limitation: The hours of operation for the intoxicating beverage service area shall not exceed the hours of operation of the principal business.

Noise Control:
Describe any proposed speakers, live or amplified entertainment, and noise-control measures. Include the location and orientation of speakers and any physical or operational measures proposed to buffer nearby residential property, if applicable.

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5. Residential Impact Criteria

Applications which result in the establishment, expansion or intensification of a commercial activity on property containing residential units, within 300 feet of a property containing residential units, or within 300 feet of a property zoned for residential use, shall also comply with the following Residential Impact Criteria:

a. Illumination: demonstrate that illumination will not exceed 0.5 footcandle at the subject property's lot lines.

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b. Noise: Describe any proposed or existing physical barriers and operation plans to ensure that noise levels shall be consistent with those identified in Section 30-144. Businesses with external speakers such as outdoor live entertainment, drive-thru lanes and automotive dealerships, must take measures to ensure that speakers are pointed away from residences and sound is buffered.

c. Parking and access: Parking must meet the minimum requirements and be adequate to avoid any overflow into the residential area. Parking areas shall be situated and buffered to avoid impacting the residential areas. Primary vehicular ingress and egress shall, where possible, be located to avoid conflict with traffic in the residential area. Pedestrian connections with public sidewalks and residential areas are encouraged. Demonstrate adequate parking, avoidance of overflow into residential areas, appropriate buffering, and ingress and egress designed to minimize residential conflicts.

d. Landscape buffer: Landscaping provides adequate screening between the commercial activity and the residential units including buffering noise and the glare from vehicular headlights. Based on the project design and surrounding development patterns, additional landscaping and screening may be required to provide adequate buffering as determined by the Town. Where possible, existing landscaping buffers shall be upgraded to meet or exceed the requirements of Chapter 66, Article III, Landscaping. Describe the existing and proposed landscaping or screening that buffers noise, activity, and vehicular headlights from residential property.

e. Mitigation of hazardous or adverse impacts: All hazardous or adverse impacts to adjacent residences in adjacent residential zoning shall be adequately addressed in a mitigation plan to minimize or eliminate such hazardous or adverse impacts. The Town reserves the right to require additional mitigation when it finds the identified impacts are not adequately addressed. Identify potential impacts and the measures proposed to minimize or eliminate them.

f. Hours of operation: Where the proposed hours of operation extend to between 9:00 pm and 8:00 am, the security measures shall be taken to ensure monitoring of the premises including parking areas. Describe the security measures and monitoring of the premises and parking areas.

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6. Required Supplemental Exhibits

☐ Site plan and floor plan showing indoor and outdoor beverage-service areas, seating, tables, chairs, pedestrian paths, accessible routes, exits, exit discharge, fire access, stages, speakers, and entertainment areas.

☐ Parking plan stating the number of spaces required and provided.

☐ Aerial showing the subject property, beverage-service area, surrounding uses, residential units, and residentially zoned property within 300 feet.

☐ Photographs or details of proposed outdoor furniture, barriers, signs, heaters, umbrellas, planters, lighting, speakers, or similar equipment.

☐ Copies of applicable state alcoholic-beverage license documentation or evidence of pending application, if available.

☐ Written responses to all applicable operational and residential-impact criteria in this supplement.

7. Applicant Certification

I certify that the information provided in this supplement and its exhibits is true and correct to the best of my knowledge and is incorporated into the associated Special Exception Application.

By signing below, I acknowledge and certify that I am the property owner or the authorized representative of the property owner; that I understand the nature and potential effect of this request upon the property; that I authorize the applicant and any designated agent to represent the application during the Town's review and public-hearing process; that I authorize Town staff and other authorized Town representatives to enter the property during normal business hours, upon reasonable notice, for purposes of inspecting the property and evaluating the request; and that all information contained in this application and its supporting materials is true and correct to the best of my knowledge. I understand that materially incorrect or incomplete information may result in the application being delayed, denied, or otherwise affected as permitted by applicable law.

Printed name	_____
Signature / date	_____ Date:_____