

Exempt Development Worksheet

(refer to sample on next page)

Item	Current / Prior Occupant	Proposed Applicant / Occupant
Stated Use (refer to Table B and definitions)		
Description of Business		
General Hours of Operation		
# of Employees / Contractors, etc.		
# of Clients / Patrons, etc. per hour / day, etc.		
Trash / Recycling		
Deliveries		
Parking Requirements		
Signage		
Interior Changes		
ADA Access		
Exterior Changes		

Sample Worksheet

Item	Current / Prior Occupant -sample	Proposed Applicant / Occupant - sample
Stated Use (refer to Table B and definitions)	Retail Store	Restaurant Category Two - Permitted Use in the B-1 Zone.
Description of Business	Fine Art and Gift Gallery was a family owned business run by one to two employees.	Primary business is a Juice Bar, selling fresh juices, smoothies, protein shakes, acai bowls, coffee, bottled drinks, and “grab & go” healthy items. This is not a sit-down restaurant, although limited seating will be provided.
General Hours of Operation	9am-5pm Monday through Sunday	M-F 8am - 4pm; Saturday 8am to 3pm; Sunday 9am to 2pm.
# of Employees / Contractors, etc.	1 - 2	1 per day M-F, 2 per day Sat, Sun.
# of Clients / Patrons, etc. per hour / day, etc.	A couple to many in a given day.	30 – 45 per day (6 per hour).
Trash / Recycling		Trash and Recycling is handled out the rear entrance and put curbside on Fair Haven Road for scheduled pickups.
Deliveries		Deliveries are not big-truck deliveries – handled through the front door.
Parking Requirements	1 employee parking space in the rear of the building. Patron parking was available on the street or in nearby municipal lots.	1 employee parking space on site, no patron parking on-premises. Patron parking was available on the street or in nearby municipal lots.
Signage	A shared conforming freestanding sign existed for both tenant spaces.	Proposed signage (subject to Historic Preservation Commission Approval) meets requirements for the Historic District B-1 Zone as defined in Ord. Section § 30-7.24.
Interior Changes		Only minor interior changes are proposed - see attached floor plan mock-up prepared by Architect, dated 2/17/2020.
ADA Access	Yes	Barrier Free access provided and egress routes are defined on copy of Architectural Plans prepared by Anthony M. Condouris, Architect, dated 08/21/19.
Exterior Changes		No exterior changes are proposed.