

## Staff Report

**Subject:** 2<sup>nd</sup> Reading - Ordinance Amendment  
**Author:** Chelsie Fernald, Planner II  
**Department:** Development Services  
**Meeting Date:** August 15, 2023  
**Item Description:** Consideration of an amendment to the Code of Ordinances **Part II – Official Code: Chapter 14 – Building and Building Regulations – Articles II – Construction Codes, Division 2 – Administration and Enforcement, Section 14-56**, to clarify site plan requirements for issuance of permits.

### Summary Recommendation

Staff has reviewed the application, and recommends **approval** of the request of an amendment to the Code of Ordinances **Part II – Official Code: Chapter 14 – Building and Building Regulations – Articles II – Construction Codes, Division 2 – Administration and Enforcement, Section 14-56**, to clarify site plan requirements for issuance of permits.

### Executive Summary/Background

- While current operating procedure within Development Services requires zoning review and approval of a site plan for issuance of a building permit for any structure, the existing ordinance is unclear regarding both administrative responsibility, and criteria, for site plans.
- Site plan review for issuance of a building permit is a clear function of zoning due the need of technical analysis of land use.
- Specific criteria for site plans is necessary to establish a universal standard of quality control, and to create detailed historic information of individual properties.
- The insertion of a visual aid clarifies criteria and assists the public’s understanding of submittal requirements.
- At the July 11, 2023 Planning Board meeting, Ryan Thompson made a motion to approve, with the additional amendment that the terms “site drawing” and “site plan” be changed to “plot plan”, plot plan being a more universally recognized term.
- The motion was seconded by Alan Zipperer, and carried unanimously.

### Alternatives

**1. Approve** the request of an amendment to the Code of Ordinances **Part II – Official Code: Chapter 14 – Building and Building Regulations – Articles II – Construction Codes, Division 2 – Administration and Enforcement, Section 14-56**

**2. Deny** the request of an amendment to the Code of Ordinances **Part II – Official Code: Chapter 14 – Building and Building Regulations – Articles II – Construction Codes, Division 2 – Administration and Enforcement, Section 14-56**.

**Recommended Alternative: 1**

**Other Alternatives: 2**

**Department Review:** Development Services

**FUNDING:** N/A

**Attachments:** 1. Ordinance Amendment