



## Agenda Abstract PLANNING BOARD

Meeting Date:	September 19, 2024
Department:	Planning and Economic Development Division
Agenda Section:	4D
Public hearing:	Yes
Date of public hearing:	August 15, 2024

### PRESENTER/INFORMATION CONTACT

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### ITEM TO BE CONSIDERED

**Subject:** Unified Development Ordinance (UDO) text amendment (staff initiated):

- Section 3, *Administrative Procedures*, Subsection 3.13, *Site Plan Review*

#### Attachments:

1. Subsection 3.13 with proposed amendments
2. Subsection 3.13 clean version
3. Draft Statement of Plan Consistency

#### Summary:

Site plan review is a staff-level procedure designed to ensure uses allowed by right in a particular zoning district comply with applicable UDO requirements before zoning permit issuance. Currently, single-family homes, smaller commercial structures, & additions are exempt from the procedure, as are uses subject to a special use permit (for special use permits, site plans are reviewed and approved by the Board of Adjustment as part of the permit). Recent requests for certain uses requiring site plan approval prompted staff to re-examine when the procedure should apply. Staff discovered current requirements hinder residential uses that could increase the town's supply of duplexes & other smaller multi-family housing, as well as agricultural land uses. Staff revisited Subsection 3.13 in its entirety & proposes additional changes to remove unnecessary language & provide opportunity for vesting beyond the standard expiration date.

#### Comprehensive Sustainability Plan goals:

- Town Government & Public Services Goal 2: Adopt local laws, regulations, & policies that help to achieve sustainable & equitable outcomes.
  - Strategy: Develop & adopt policies that help accomplish town goals.
    - Implementation Action: Regularly review & update town policies as new information is garnered & achievements are met.
- Land Use and Development Goal 1: Ensure that future growth & development, including infill & redevelopment, are aligned with smart growth principles & consider infrastructure constraints such as water & wastewater system capacity.
  - Strategy: Ensure that land use & development regulations are aligned with preferred future land use & growth patterns.

- Implementation Action: Ensure that the Unified Development Ordinance incorporates strategies to achieve a mix of housing types through zoning.
- Housing & Affordability Goal 1: Develop & maintain a variety of safe, healthy, & sustainable housing options to increase housing stability for renters & homeowners.
  - Strategy: Adopt development regulations that contribute to meeting identifiable affordable housing needs.
    - Implementation Action: Increase diversity of housing stock through development regulations & decisions.
  - Strategy: Adopt development regulations that contribute to meeting overall housing needs.
    - Implementation Actions:
      - Adopt regulations that promote a variety in housing that fills the missing middle housing.
      - Streamline the permitting process for multiple parts of the housing development process.

**Financial impacts:**

None.

**Staff recommendation and comments:**

No public comment was received on this case at the August 15, 2024, joint public hearing. After the hearing, the Planning Board decided there was need for additional time to consider the amendment & deferred the matter to their September 19, 2024, meeting. Staff has since made one important correction & a few minor amendments to the initial draft reviewed on August 15<sup>th</sup>. The correction & amendments are captured in the Version 2 of the draft amendments.

**Action requested:**

Planning Board review the proposed text amendment & forward a recommendation to Town Board of Commissioners for their October 14, 2024, meeting.