



**Meeting Name:** Town Council Meeting  
**Meeting Date:** July 24, 2024  
**Prepared By:** D. Dyess, Town Manager  
**Item Title:** Discussion on site plan review by P&Z

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Item requested and received consensus by Councilmember Rosengarten

**DISCUSSION:**

October 27, 2021, the Town Council amended the Town Zoning Code to assign both site plan and appearance review, including architectural review, of detached single-family dwellings not located within a planned unit development to the Planning and Zoning Board.

On September 28, 2022, the Council returned site plan review back to the town planning and zoning department. This discussion item is to evaluate changing the ordinance in order for the P&Z board to take over the site plan review again.

From Councilmember Rosengarten:

I recommend that Ordinance 753 (dated 9/28/22) which amended the duties of the Planning and Zoning Board concerning site plan review for single family and two family homes be reversed, with the authority for this work being once again made part of the duties of the P&Z Board, and not the P&Z Department..

I attach the blacklined ordinance #753 which shows the changes made 9/28/22 by a vote of Council.

My recommendation is that Ordinance 753 be amended to remove all blacklined changes that went effective 9/28/22 as concerns site plan review being moved from the Planning and Zoning Board to the Planning and Zoning Department; In so doing, the P&Z Board would have those site plan duties reinstated that existed before the passage of this 2nd reading as they apply to single family and two family dwellings..

**RECOMMENDATION:**

Discuss and give staff direction