



**TOWN OF DURHAM**  
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**Town Planner's Review**  
**Wednesday, February 13, 2019**

XII. **Minor Site Committee.** Discussion of proposed amendments to the Site Plan Regulations to create a procedure for minor site applications. Continued from earlier discussion.

➤ I recommend that the board continue its review of the attached draft.

Please note the following:

- 1) See the enclosed draft set of new regulations. This was presented to the Planning Board on August 22, 2018. The board did not finish its review but made a number of changes. I incorporated those changes into the document. We have not had a chance to revisit the proposal until now.
- 2) Economic Development Director Mary Ellen Humphrey, Building Official Audrey Cline, and I wrote the draft last year. We presented it to the Leadership Committee (Town staff) which was comfortable with the proposal.
- 3) The Planning Board may handle the proposal as it sees fit. It can make any necessary changes and when/if the draft is ready schedule a public hearing. After a public hearing the Planning Board can adopt the regulation. The board unilaterally adopts amendments to the Site Plan Regulations. The Town Council does not review these amendments.
- 4) We presently have a provision for minor site review in the Zoning Ordinance but a clear process in the Site Plan Regulations is needed to make this tool readily usable. There is presently no reference to minor site review in the Site Plan Regulations. Now, with the lack of a user-friendly process, the tool is rarely used. Once the provision is incorporated into the Site Plan Regulations we can revise the provision in the Zoning Ordinance later as needed to better match the process (e.g. the 30-day appeal period in the ordinance is inconsistent with the 20-day appeal period in the statute).
- 5) I included the zoning provision and state law on the enclosed document.