

Amendments to Chapter 272-1-5 for Improved Site Plan Review and Small Business Application Processes:

272-1-5. Review and approval authority.

A. Site Plan Review Committee.

1. Composition.

(a) The Site Plan Review Committee shall be comprised of the following five members:

- (1) A representative of the City Council;
- (2) The Fire Chief or designee;
- (3) The Police Chief or designee;
- (4) The City Engineer or designee; and
- (5) The Planning Director or designee.

(b) Ex officio members shall be:

- (1) The Superintendent of the Sanford Water District;
- (2) The Superintendent of the Sanford Sewerage District;
- (3) A representative of the Planning Board;
- (4) The Code Enforcement Officer; and
- (5) The Public Works Director.

(c) The Planning Director shall serve as Chair of the Committee and shall be responsible for scheduling meetings of the Committee.

2. Powers and duties. The Site Plan Review Committee shall:

(a) **The Site Plan Review Committee shall:**

- 1) Review and approve applications for minor developments; and
- 2) Advise the Planning Board on applications for major developments.

The Planning Director/Chair shall:

- 1) Set the time, place and agenda for the Committee meetings
- 2) Chair the meetings; and
- 3) Have the authority to coordinate the technical review prior to the submission of a formal application, during the review and the post compliance approval of the application to facilitate a timely implementation of the conditions of any approval.

3. Procedures. The Committee may, after advance notice and hearing, adopt reasonable written regulations to govern the conduct of its meetings, provided that such regulations are not inconsistent with any applicable statute or ordinance.

4. Appeals. Any action of the Site Plan Review Committee may be appealed to the Planning Board by the applicant, any abutter to the project and the owners of any parcel abutting an abutter if it is located within 250 feet of the subject parcel, and any other party who participated in the consideration of the application. The appeal shall be made in writing to the Planning Director within 15 days of final action by the Committee.