

§ 280-16-5 **Review and approval authority.**

- A. Major developments. The Planning Board is authorized to review and act, after recommendation by the Site Plan Review Committee, on all site plans for major developments. In considering site plans under this article, the Planning Board may act to approve, disapprove or approve the project with such conditions as are authorized by this article.
- B. Minor developments. The Site Plan Review Committee is authorized to review all site plans for minor developments, except as authorized under § 280-16-4B(4), and may approve, disapprove, or approve the project with such conditions authorized by this article. In addition, the Site Plan Review Committee may reclassify a minor development to a major development set forth in this article and forward it to the Planning Board with recommendations for Planning Board action.
- C. Site Plan Review Committee.
 - (1) Composition and quorum.
 - (a) The Site Plan Review Committee shall be comprised of the following nine members. A member of each member's respective organization may serve as an alternate in the event that a member is unable to attend a scheduled Site Plan Review Committee meeting. A quorum shall be defined as a minimum of 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 the Public Works Director; and
 - [5] The Planning Director.
 - [6] The Superintendent of the Water District;
 - [7] The Superintendent of the Sewerage District;
 - [8] A representative of the Planning Board;
 - [9] The Code Enforcement Officer; and
 - (b) The Planning Director shall serve as Chair of the Site Plan Review Committee and shall be responsible for scheduling its meetings.
 - (2) Powers and duties. The Site Plan Review Committee shall:
 - (a) Review and approve applications for minor developments; and
 - (b) Advise the Planning Board on applications for major developments.
 - (3) Procedures. The Site Plan Review 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 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 Department within 15 days of final action by the Site Plan Review Committee.

D. Design Review Committee.

(1) Creation, officers, and purpose.

- (a) Creation. The Design Review Committee shall consist of a minimum of five (5) and a maximum of seven (7) members. Members shall serve alternating two (2) - year terms. Up to three (3) members of the Planning Board shall serve on the Design Review Committee. The remaining ~~four~~ members shall be nominated by the City Manager and approved by majority vote of the Planning Board. Design Review Committee members shall live or work in the City within the Sanford Downtown or Springvale Village Design District Overlay Zones. In the nomination and appointment of members, the goal shall be to include members with a combination of educational, professional, and life experiences with design and development related issues. In the event of a vacancy the Chair shall notify the City Manager.
- (b) Officers. The Design Review Committee shall elect a Chair and Secretary. The Planning Director shall notify the Chair when there is a proposed development which requires review and comment by the Design Review Committee. The Chair shall call meetings as required, chair all meetings, maintain communications and report the status of all projects to the Planning Director and Planning Board in a timely manner. The Secretary shall maintain meeting minutes for all meetings with applicants, distribute meeting minutes to the Planning Director and other parties, as appropriate, and handle written communication of the Design Review Committee.
- (c) Purpose. To help the owner, developer, architect, and other consultants understand the basic design goals that have been adopted for development of Sanford Downtown and Springvale Village Design District Overlay Zones and provide the Planning Board and Code Enforcement Officer with a yardstick against which proposed development can be measured. Applicants are invited to submit creative and imaginative projects which build on the Design Review Standards and contribute to the overall form and character of Sanford Downtown and Springvale Village Design District Overlay Zones.

(2) Powers and duties.

- (a) Responsibilities. It shall be the responsibility of the Design Review Committee to encourage new development and renovation within the designated Sanford Downtown and Springvale Village Design District Overlay Zones to achieve the purpose, objectives, and standards of the Design Review Standards. The Design Review Committee shall advise the Planning Director, the Planning Board, the Code Enforcement Officer, and the applicant and, in that capacity, may make recommendations concerning project design proposals as it deems appropriate.
- (b) Review and recommendation to the Planning Director, Planning Board, and or Code Enforcement Officer.

[1] All applicants are encouraged to meet with the Design Review Committee early in the design process but prior to submitting an application for site plan review or building, sign, or other permits for exterior improvements and/or modification. There is no formal submission

requirement for this preliminary discussion, though general site plans, building sketches, photographs, and other illustrations, sufficient to convey the general intent and approach to conforming with the basic design standards, are encouraged. The Design Review Committee may make general comments and suggestions to help meet the standards. The applicant may request additional meetings with the Design Review Committee as the proposed design is developed or revised.

- [2] When the applicant is prepared for formal review by the Design Review Committee, s/he shall submit a cover letter describing proposed improvements and/or changes and one (1) copy of proposed design plans, drawings, and other illustrations to the Planning Department for review by the Design Review Committee~~-review~~. The Planning Director shall work with the Chair of the Design Review Committee to schedule a meeting to review the plans, drawings, and other illustrations and notify the Design Review Committee, applicant, and public of the scheduled meeting. Following its review, the Planning Director ~~Design Review Committee~~ shall prepare a written summary and recommendations and forward it to the ~~Planning Director~~ and applicant and/or Code Enforcement Officer prior to Planning Board review of the site plan application or building, sign, or other permit.
- [3] If further revisions to a project plan are made during Planning Board or Code Enforcement review the Design Review Committee may, at its discretion or the request of the Planning Board, Code Enforcement Officer, or Planning Director, review the revised plans and modify its recommendations accordingly.

E. Staff review. The Planning Director, with concurrence from the Code Enforcement Officer and City Engineer, is authorized to review, approve, disapprove or approve with conditions the following minor site plans:

- (1) The reconstruction of any conforming structures;
- (2) The construction/reconstruction of preexisting nonconforming structures that are within the same footprint;
- (3) Construction which does not increase any of the following: the building footprint by more than 500 square feet; impervious coverage by more than 500 square feet; parking demand; or any conditions of a previous approval.
- (4) Any project when directed by the Planning Board.