

Town Meeting Warrant
June 3, 2015

ARTICLE __: Shall Articles 10.B (Authority and Classification of Site Plans) and 10.D (Submission Requirements) of the Raymond Land Use Ordinance, as adopted May 21, 1994 and amended through June 3, 2014, be further amended by adding the underscored language and deleting the language in strikeover type as shown below?

The Planning Board recommend Article __
The Selectmen recommend Article __

[Note: The use of the word "Article" within the ordinance does not indicate a separate warrant article.]

RAYMOND LAND USE ORDINANCE

ARTICLE 10 SITE PLAN REVIEW

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B. AUTHORITY AND CLASSIFICATION OF SITE PLANS

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~~3. The applicant may reclassify an application from a staff site plan review to a minor site plan review, and may request a hearing by the Planning Board, even if the amount of area proposed to be developed or renovated is under the threshold that would trigger Planning Board review, and even if staff has been in the process of reviewing the application. However, in order to do so, the applicant shall provide all submission materials required for a minor site plan review as set out in section C.3.b below.~~

3. Site Plan Amendments and Revisions shall be classified by the Town Planner as follows:

- a. **De Minimis Revisions** which include minor field revisions to an existing site plan that are handled by the Code Enforcement Officer and have little to no effect on the project. No public or abutter notices are required, and a de minimis review may include up to three (3) different entities or separate revisions under one (1) review.
- b. **Staff Review Revisions** include site plan revisions such moving parking spaces, modifying a building orientation, revising landscaping or buffers, or any modification that maintains the area equal or less for structural revisions, or that maintain the minimal intent of other site plan requirements but may modify, revise or alter the location or orientation such that no waiver of a site plan requirement is necessary. No abutter notices are required.
- c. **Minor Site Plan Revisions** include those revisions that maintain the accumulated improvements to an existing site plan for new additions or buildings or site surface changes to that which is at or below the Minor Site Plan review over any 5 year period, or plan revisions that alter the intensity of use, or alter impacts to the site such that

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Staff determines that any one of the Site Plan requirements has been substantially altered from that which was originally approved.

d. Major Site Plan Amendments are those amendments which will exceed the Minor plan site plan review thresholds to a major site plan review over any 5 year period.

34. The applicant may reclassify an application from a staff site plan review to a minor site plan review, and may request a hearing by the Planning Board, even if the amount of area proposed to be developed or renovated is under the threshold that would trigger Planning Board review, and even if staff has been in the process of reviewing the application. However, in order to do so, the applicant shall provide all submission materials required for a minor site plan review as set out in section C.3.b below.
45. The staff may require that any Site Plan application be reviewed by the Planning Board as a minor site plan review, even if the amount of area proposed to be developed or renovated is under the threshold that would trigger Planning Board review, if the staff review process is unable to adequately resolve all relevant issues raised by the site plan review process.
56. The Planning Board may, by majority vote, reclassify a minor site plan item on the agenda to a major site plan if the Board determines that there is credible conflicting technical information regarding the approval criteria, that the subject matter of the application is of significant public interest or that the application has generated a high level of interest in the immediate vicinity of the site.
67. Construction, site development, and landscaping shall be carried out in substantial accord with the plans, drawings, sketches, and other documents approved by the Board, unless altered with Board approval. Nothing in this Subsection shall be construed to prevent ordinary repair, maintenance, and replacement of any part of the building or landscaping which does not involve a substantial change from the purpose and objectives of this Ordinance.

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D. SUBMISSION REQUIREMENTS

1. When the owner of the property or the owner's authorized agent makes formal application for Site Plan Review, the application shall contain at least the following exhibits and information except to the extent any of these submission requirements are modified by the provisions of Section C.2.b pertaining to Staff Site Plan Review and Section C.3.b pertaining to Minor Site Plan Review above:

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- c. Fifteen (15) copies of a Site Plan, including seven (7) half size/scaled copies, and an electronic file in both PDF and GIS formats, drawn at a scale of not more than fifty (50) feet to the inch for that portion of the total tract of land subject to site plan review, and showing the following: *[Amended 06/02/09]*
- a) Name of owner and developer; and interest of the applicant if other than the owner or developer;
 - b) Name of development, scale and meridian arrow, with specific definition

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- of representation, date of plan and legend;
- c) Names and addresses of all owners of record of all adjacent property as they appear on Assessor's records;
 - d) Current zoning boundaries and one hundred (100) year flood plain boundaries including surrounding areas to a distance of three hundred (300) feet from the perimeter of the site;

Description:

Article 10 Submission Requirements for Site Plan Review has been amended to require seven half size/scale copies, and an electronic file in both PDF and GIS formats.

Key Changes:

- Article 10 Submission Requirements for Site Plan Review has been amended to require seven half size/scale copies, and an electronic file in both PDF and GIS formats.