



To: Mayor and Town Council Members

From: Mark C. Meyers, Town Manager

Date: April 8, 2026

Subject: Preliminary and Final Site Plans Ordinance

Background

The Town's current municipal code regarding site plan approval is basic in nature and lacks current best practices. While it requires a general list of submittal items, it lacks a defined review process, approval authority and standards, or a two-step structure distinguishing preliminary from final review. To address this, staff is recommending a code amendment.

Attached are a memo and proposed ordinance prepared by Town Planner Ryker Steglich that he will present at the April 15, 2026, Town Council work meeting for discussion and direction.

Recommendation

Staff recommends Town Council consider referring the ordinance to the Planning Commission for recommendation following a public hearing.