

**POLICY MEMORANDUM OF THE PLANNING BOARD**  
**PLANNING STAFF REVIEW OF CHANGES TO APPROVED SITE PLANS**  
**AND WAIVER OF PRELIMINARY MEETINGS**

**AUGUST 9, 2016**

The Planning Board at its meeting on August 9, 2016 reviewed their process and procedure regarding site plan approvals.

**A. The Board voted to allow the Planning Department Staff review and approve the following changes to an approved site plan:**

- a. Adding or removing windows.
- b. Changing out windows for doors or doors for windows.
- c. Changing the size, shape, or style of exterior windows or doors.
- d. Adding or removing skylights.
- e. Changing the choice of light fixture as long as new fixture complies with lighting guidelines i.e. Full cutoff, 900 lumens max, color temp max 3000.
- f. Adding, removing, or changing the style of decorative exterior trim.
- g. Substituting material of exterior finishes.
- h. Changing the style of garage doors.
- i. Adding or changing handicap access structures such as ramps, railing, etc.
- j. Adding a shed not to exceed 200 square feet as long as the location meets setback requirements.
- k. Adding bulkheads, A/C Units, geothermal heating wells, heating units, propane tanks, and generators. Subject to decibel levels to be checked and an administrative decision issued which contains a special condition that restricts exercising such generator between 10am-4pm Monday through Friday.
- l. Adding plantings
- m. Changing the species of plantings provided that the same purpose is achieved as originally required. E.g. evergreens for vegetative screening.
- n. Adding fencing that does not require a fence permit under the Zoning Bylaw.
- o. Adding hardscape such as patios and walkways.
- p. Adding or changing stone walls that do not require a fence permit under the Zoning Bylaw.
- q. Adding structures that do not add calculated gross floor area.

**Any of the above changes can be referred to the Planning Board for review at the discretion of the Planning Staff.**

**B. Preliminary Meetings may be waived at the discretion of the Planning Staff and /or Planning Board.**