



Ad-hoc Zoning Committee

(Town Council ad-hoc committee)

Meeting Minutes Tuesday, October 20, 2015

Members: Karen Farber, Co-chair, Steve DeCrosta, Bill Lunt, Tim Nolan, Rachel Reed, David McConnell

Staff: Amanda Stearns, Justin Brown

1. **Call to Order** – K. Farber called the meeting to order at 6:35.
2. **Minutes** – no minutes to approve
3. **Project update** – K. Farber stated that the project budget has been used. No one anticipated the level to which language needed to be split out and reorganized. Module 2 is incomplete, about 60-70%. Karen will be putting this on the Council agenda for October 26. First page of the report is the summary, second is the list of work to be completed. On back page, last four items are things held in abeyance to complete if we have funds available.

The committee discussed the situation and the following comments and questions were expressed.

- a. What happens if we aren't approved for the project? - Karen stated that we would need to put aside the UDO until staff could complete.
- b. What was the budget amount? - \$89,000 for KKC and 11,000 for legal.
- c. How much staff time has been expended? - Staff do not do project tracking.
- d. Is KKC willing to absorb some of the overrun? - A. Stearns stated that it was a time and materials contract and it is doubtful that they would absorb costs.
- e. How was the estimate to complete derived? - A. Stearns stated that it was a range based on the level of difficulty to date and the list of items in the report. A. Stearns explained that they provided a range of costs and the amount of \$35,000 is the top of the range. The manager is suggesting that the top end be requested so that we do not need to go back to the bank.
- f. Is any of their work considered R&D and should be absorbed, like building the dimensional table? - This question will be asked of KKC.
- g. Are there items that can be deleted? - The dimensional table was mentioned. One suggestion was that the committee could work on policy issues that could simplify the table. Members wondered how much time was spent on the table and if it was removed how much would they be over?

- h. Would rather stop the project and pick up later when funds and time are available rather than abandon the project.

Karen noted that Nathan and Amanda will talk to KKC before it gets on the agenda. It may need to be postponed until November 9 and the committee will be kept informed. Members asked if it would be helpful to attend the Council meeting and Karen said yes.

4. Definitions and Use Terms

Work continued on the revised use table. A. Stearns explained that all items highlighted needed attention or confirmation. There are two other tables in the packet. One is Summary of Use Term Recommendations. This is to keep track of the recommended changes. The second is an example of a final draft with all the recommendations represented. This helps to visualize what the table will look like.

5. Other Business – none

- 6. **Next Meeting** – 6:30 Monday, November 16 – will include a debrief from the Council meeting, a wrap up of the use table and definitions and a discussion of next steps.
- 7. **Adjourn** – meeting was adjourned at approximately 8:45 p.m.