



Long Range Planning Advisory Committee (LPAC)

Tuesday, September 25, 2014 Minutes

Attendance:

Name	Present	Name	Present	Name	Present
Paul Bergkamp	√	Kurt Klebe	√	Jim Thibodeau	√
Sam Rudman	√	Sandra Lipsey	-	Erin Mancini	√
Bill Benzing	√				

Council Liaison: Claudia King
Staff present: Theo Holtwijk
Others present: -

The meeting was called to order by Sam at 6:00 PM.

1. Review of Draft Minutes

The draft minutes of the September 16, 2014 meeting were approved as written.

2. Accessory Dwelling Unit Discussion

Theo reviewed the Accessory Dwelling Unit (ADU) Concept chart he had prepared. It compares the current ADU provisions with the concepts the committee had discussed at the last meeting. The committee reviewed each of the items.

Claudia wondered what the rationale was for setting specific ADU size limits. There was a discussion if all ADU's regardless of size should be reviewed by CEO. Some felt that could potentially be a problem. It was also noted that a smaller house and lot with ADU may have more impact than a large ADU on a larger lot. The committee felt that if the floor area is less than 50% of the main dwelling, such applications should be reviewed by CEO. If they were between 50 and 75%, they should go to BZA.

The committee asked what the appeal process was for CEO decisions. CEO decisions can be appealed to BZA. BZA decisions can be appealed in court. The committee reviewed the current design-related language in the ADU and Conditional Use sections of the ordinance. Bill suggested not making revisions to that language so it could stay somewhat flexible. The suggestion was to include a notice to neighbors for ADU applications that would go to the CEO. The committee liked that idea. The duration of the "waiting time" was to be determined. The committee also liked the idea to give the CEO broad latitude to send an application to the BZA. Theo noted that the criteria for that need some definition.

The committee discussed if more specific parking requirements for ADU's should be included, but ultimately did not recommend any changes.

Theo will update the chart with the committee's latest direction on this and will review it with Amanda for her comment.

3. Review of Neighborhood Mapping Data

Theo handed out various charts with non-conformity data. The committee's sense was that it would be very difficult to get 75% or more of the setbacks conforming, and that making some language modifications may be a better way to deal with that issue. There was the sense that building pattern irregularity is part of the character of a neighborhood; that people should be able to build as close to a property line as their neighbor if this is characteristic of the neighborhood; and, that the current limits on lot coverage should be maintained.

The committee agreed to get a sense of building capacity by using the lot size numbers that Judy had come up with in the shaded boxes. They indicate that with those lot sizes approximately 75% of lots in that neighborhood would be conforming. The committee was interested to find out how that capacity compared if the densities stayed the same. The committee was also interested to learn the findings for the entire R-A and R-B area. Theo will work with Judy to get this additional data.

4. Next Steps

The next steps will be to hold a joint meeting with the CDC on October 9. Claudia provided an update on the work of the CDC. The CDC has been working to better define the growth area boundary and has begun to discuss some rural area tools.

The committee discussed how to best set the stage for the October 9 program. The community's limited resources should be noted along with the desire to use them the best we can. Bill felt that the public facilities map was especially instructive as it showed that most all Town facilities are inside the growth area. The idea that growth should occur where density is already present was deemed important too. The committee agreed that the question was how to implement the current comprehensive plan and not to change the policies that are in that plan.

The committee reviewed the map that showed recent permit activity and requested to see an updated map that used the data from the last 10 years (instead of last 12-18 month data), but would be limited to new houses and ADU permits only.

5. Next Meeting

The committee will meet with CDC on October 9 at 6:00 PM to do an outreach meeting with other Town board and committee members.

The meeting was adjourned around 7:45 PM.

Draft minutes prepared by Theo Holtwijk, October 3, 2014