



COMMUNITY DEVELOPMENT COMMITTEE (Town Council Sub-committee)

Members (FY2016)
Claudia King, Chair
Karen Farber
Caleb Hemphill

Staff
Amanda Stearns

Meeting Minutes Thursday, January 7, 2016

1. **Call to Order** – C. King called the meeting to order at 5:35 p.m.
2. With a motion by K. Farber and a second by C. Hemphill, the minutes of December 17, 2015 were unanimously approved as written.
3. **Comp Plan Year 1 Zoning** – follow up from workshop with fellow Councilors

The committee members felt like there was very little critical feedback from the Councilors they met with. Caleb is still arranging for a meeting with Councilor McBrady. Suggestions made were to simplify the presentation as much as possible and remove the LPAC recommendations from the chart and review the need for water and sewer for multi-family.

The utility issue was discussed and with further consideration, the committee decided to address multi-family in the same way single family and two-family were being treated, with graduated lot sizing for partial and no utilities. A. Stearns is to use the proportionate changes for other categories to come up with appropriate lot sizes for multi-family, using the 15,000 square feet with water and sewer as a starting point.

4. **Year 1 Zoning Schedule** – the committee added a few meetings to the tentative schedule. The schedule is adjusted as follows:
 - a. 1/21 – Wrap up zoning work
Determine presentation materials – illustrations, handouts
Type of notice and to whom – postcard, paper, website, website subscriptions, Cable station, town hall
 - b. 2/3 or 4 – workshop meeting with various land use board/committee members for feedback on zoning recommendations – will finalize date on 1/21
 - c. 2/8 – council announcement of public input
 - d. 2/22 – council announcement of public input
 - e. 2/24 – public input meeting
 - f. Last week Feb/First week of March – debrief from public input, make adjustments
 - g. 3/28 – introduction
 - h. 4/25 – Council Hearing
 - i. 5/3 – MRA Hearing
 - j. 5/9 or 5/23 – Council order

5. Year 1 completion

1. **Residential Growth Permit** – The committee reviewed the chart staff created and made the following adjustments
 - Single family/manufactured housing unit – add two family and keep cap town wide at 65 and rural at 26
 - Multi-family – remove two family and reduce town wide cap from 65 to 24.
 - Accessory Cottage – change to accessory unit to include apartments and increase to 20 town wide.
 - Remove accessory apartments from the exempt list.
2. **Exemption for BZA approval** – add an exclusion from non-conforming lot size for RA with regard to need for BZA approval of 5,000 square feet or more so that lot of that size will not trigger BZA approval if all other aspects of the lot and structures are conforming. This addresses the recommendation of LPAC to reduce the minimum lot size to create inclusion of lots 5,000 square feet or more.
3. **ADU residency** – Do not add a residency requirement due to difficulty of administration and overall effect.
4. **ADU parking** – agree with LPAC recommendation, with all ADUs now less than 1,000 square feet, requirement is one space independently accessible.
5. **Distance between multi-family buildings** – agree with LPAC recommendation, leave to building code to determine.
6. **Two-family/Multi-family approval required** – both types of units to be permitted by right.
7. **Two-family/Multi-family site plan review** – only multi-family requires site plan review
8. **Multi-family design guidelines** – no design guidelines.
9. **Zoning district change** – the RB area currently in the Rural area is recommended to be rezoned to FF. Except for the RB area surrounding Highland Lake, all of the Rural Area would be zoned FF.

6. Other Business - none

7. **Adjournment** – meeting was adjourned at approximately 7:30 p.m.