



COMMUNITY DEVELOPMENT COMMITTEE (Town Council Sub-committee)

Meeting Minutes - Thursday, August 11, 2016

Members Present Claudia King, Caleb Hemphill

Members Absent: Ned Kitchel

Staff: Amanda Stearns

C. King called the meeting to order at 9:05 am. There were no minutes to approve.

Contract Zoning Discussion – As a follow up to the August 8 Council meeting, the CDC was charged with making some minor changes and additions to the draft ordinance language. The committee reviewed the three areas of discussion and concluded the following:

- **Districts Permitted** – The Council directed the CDC to look at adding the VMU, MUC and BP districts to the list of districts where contract zoning would be permitted. The committee looked at all commercial and mixed use districts in the growth area and recommend that the Gray Road Special District be added as it was part of MUC and relies on the standards and provisions for that district. In addition, the effect of overlay districts was discussed and will be resolved after a consultation with the Town Attorney. The main policy question is whether or not contract zoning flexibility would extend to standards and provisions in the overlay districts as well as the base districts.
- **Notice for CDC review** – The Council agreed with the Planning Board recommendation of notifying abutters for the concept review phase. The committee agreed to a seven day notice to immediate abutters and to post the proposal on their webpage.
- **Submission requirements** – Given the expansion of the use of contract zoning to commercial districts, the committee reviewed the submittal requirements and agreed with staff's recommendation to add the following items:
 - Parcel map showing parcel in relationship to abutting parcels and street network
 - Concept development plan to include all structures within 100 feet of all property boundaries and the use of those structures, proposed location and type of development, conceptual building elevations for multi-family and commercial structures, nearby public improvements including sidewalks, public parking, and bus stops.

Other Business – The committee briefly discussed the upcoming work tasks as assigned by the Council Work Plan and agreed that the committee should meet to review them in detail and be prepared for their next projects. Still incomplete from last year is the review of site plan review thresholds. Amanda will check in with Ethan on that item.

Next Meeting - tentative September 20 at 8:30 am.

Adjourn – the meeting was adjourned at 11:30.

Minutes prepared by Amanda Stearns
August 12, 2016