



**Ad-hoc Zoning Committee  
Minutes  
December 5, 2013**

**Members Present**

Stan Given, Co-Chair		Teresa Pierce, Co-Chair		Jon Berry	✓
Bill Lunt	✓	David McConnell	✓	Tim Nolan	✓
Rachel Reed	✓	Aaron Svedlow	✓	Jim Thibodeau	✓

**Staff Present**

Amanda Stearns	✓	Justin Brown		Ethan Croce	
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Due to the two co-chairs being unable to attend the meeting, Bill Lunt agreed to act as Chair.

Bill Lunt called the meeting to order at 7:10.

1. **Approve minutes of October 10 2013**-With a motion by Jon Berry and a second by Tim Nolan, the minutes were approved with two abstentions, Jim Thibodeau and David McConnell.
2. **Update on interactive ordinance** - A. Stearns reviewed the scope of work with encode and the schedule for buildup. She explained that the recommendations of the committee were accepted for the most part by the Town Manager and the contract has been executed. The Manager added the MLS sale/lease listings on the GIS map, forward archiving and application download.
3. **Project schedule** – The Committee reviewed the schedule. It was explained that the hours were a gross estimate of time necessary. J. Berry suggested that the Committee update the Council on the project and request that the project time and appointment of the committee be extended to the end of 2014. It was also mentioned that Teresa Pierce would be terming out in June and that it might be good to suggest another Councilor participate at some point to keep the Council in the loop.
4. **Discussion of ordinance format**

Generally the committee was positive about the outline format. Jim Thibodeau inquired about the opportunity to make policy changes in the ordinances. It was explained that the charge of the committee specifically mentions policy and charges the committee to refer any policy issues identified to the CDC. The committee can provide a recommendation for a particular policy issue and if the CDC concurs and time permits, policy changes can be introduced into the rewrite. J. Thibodeau suggested that the committee should advocate for adding more flexibility for permitting authorities to work with applicants and remove prescriptive requirements.

Some members expressed concern about adding more discretion as it makes the process more unpredictable and would place a great deal of discretion outside the ordinance. Some were in favor of adding clarity to the language and perhaps replacing prescriptive requirements with performance standards.

Also suggested was more standardized procedures and requirements would allow more permits to be issued by staff. Example would be certain signs or conditional uses. If too many exceptions are introduced the intent of the ordinance becomes unclear. Also if members of boards are inexperienced and less familiar with requirements the application of the ordinance becomes a difficult task. Having more consistency in the ordinance allows for Boards to serve the end user. Stating requirements in a positive or affirmative manner would be an improvement as well.

It was suggested that if the committee does put forth some policy recommendations that it be requested that the CDC bring them forward to the full Council to assure that they will be viewed favorably by the full Council.

J. Thibodeau suggested that it might make sense to work on some policy issues to move to the Council immediately.

R. Reed suggested that it may be more about procedure than policy in some instances and that is more in line with the committee charge.

J. Barry suggested that it is important to identify what problems need to be solved.

The different roles of the Planning Board and BZA were discussed, recognizing that the quasi-judicial nature of Planning Board lends itself to more discretion, where the BZA is a judicial board, with a narrowly defined job to interpret the ordinance.

**5. Staff Tasks – The following tasks will be completed by staff in preparation for the next meeting:**

- a. Communicate with encode to discuss the timing of the buildup and the opportunity of the Committee to be involved in the final product of a template for the ordinances.
- b. Create a placeholder for a January meeting with the Council to provide an update and to request the project timeframe and committee appointments be extended to December 31, 2014.
- c. Prioritize the first round of ordinance sections to be worked on by staff and forward those to the members.
- d. Generate a doodle poll for a meeting the week of January 13 with Thursday not being available and suggesting a meeting time of 6:30.
- e. Complete and distribute minutes.

**6. Committee Tasks**

- a. Members who are interested will review the outline and layout of encode by reviewing the Centennial, CO site. They can direct any comments to Amanda.

The meeting was adjourned at approximately 9:10 p.m.

Notes prepared by Amanda Stearns, December 6, 2013