



Ad-hoc Zoning Committee Meeting Notes

Tuesday, October 14, 2014

Name	Present	Name	Present	Name	Present
Stan Given	✓	Karen Farber	✓	Jim Thibodeau	x
Tim Nolan	✓	Rachel Reed	✓	Bill Lunt	x
Steve DeCosta for Aaron Svedlow	✓	David McConnell	x	vacant	

Staff Present: Amanda Stearns; Ethan Croce; Nathan Poore

Given opened the meeting and recognized Farber as the new co-chair as Chair of the Town Council.

1. Approve minutes of December 5, 2013 – postpone until next meeting
2. Membership – The makeup of the committee was discussed. It was recognized that Jon Berry had resigned due to personal commitments. Aaron Svedlow (representing the Conservation Commission) has also stepped down and the Conservation Commission is recommending that Steve DeCosta be appointed. Stearns will work with the Town Clerk and Appointments Committee to expedite the filling of these seats.
3. Introduction and overview of Take 2

Given gave a brief overview of the past work of the committee. The first accomplishment was the recommendation and eventual purchase of enCodePlus software to house the current Zoning and Site Plan Review Ordinance, the Floodplain Management Ordinance, and the Subdivision Ordinance. Stearns added that enCodePlus has also been hired to convert the remainder the town ordinances to the enCode software and she will send out the link to the committee members. The link will be published on the website when the most recent zoning amendments are added and the remainder of the Code of Ordinances is complete.

Stearns continued with an explanation that the same individuals own both enCodePlus and Kendig Keast Collaborative (KKC). EnCodePlus is the software branch and KKC is the consulting branch. Stearns referred to the handout (attached) and reviewed the process of and how the site visit will work. Poore mentioned that this is occurring at the same time the CDC, LPAC and Ad-hoc Route 100 committees are working on the Comprehensive Plan implementation. Policy recommendations will be generated concurrently with this project but will need to be handled separately. Bill Plouffe, Town Attorney will be part of the staff team who will be keeping a record of any “substantive changes” that are above and beyond administrative clarifications. If made part of this rewrite they will be called out to assure that the public is aware of the proposed changes. All agreed that the focus is on the rewrite and the Committee and KKC will work hard to assure that requests for policy changes do not affect the overall project schedule and scope of work unless formally added to the contract.

Stearns reviewed the components of the site visit which will include intensive workshops with the staff team and the AZC, interviews with other staff and committees that use the ordinance regularly and a meeting with the Town Council and other groups that have an interest in land use regulation. DeCrosta noted that he will not be available October 27.

Nolan noted that he has some reservations regarding how many ordinances to combine and will be interested in that discussion with KKC.

Farber suggested that a one page summary of the project be prepared for the Council in anticipation of the reception with KKC. Stearns will prepare that summary with KKC.

Given will work on a project schedule once we receive one from KKC. This is anticipated for next week. He will keep track of the project schedule for the committee.

Given requested a corporate profile and resumes of the staff that will be working on the project. Stearns will provide this information.

Community outreach was discussed and it was agreed to send out a summary of the project to the website general subscriber list and direct interested people to the AZC webpage.

Comments from the public will be through the AZC. Stearns will work with other staff to develop the ability to subscribe to the webpage.

4. Other Business - none
5. Next Meeting – October 27 during site visit. Mid to late afternoon time frame is anticipated.