

Town of Falmouth

Ad-hoc Zoning Committee

Tuesday, December 16, 2014
Meeting Minutes

Members Present: Co-Chair Stan Given, Co-Chair Karen Farber, Steve DeCrosta, Bill Lunt, David McConnell, and Jim Thibodeau

Staff Present: Amanda Stearns

1. Minutes

- a. The minutes of December 5, 2013 were unanimously approved with a motion by Bill Lunt and a second by Steve DeCrosta.
- b. The minutes of October 14, 2014 were approved with a motion by B. Lunt and a second by S. DeCrosta. D. McConnell abstained as he was not present at the meeting.
- c. The minutes of October 29, 2014 were approved with a motion by D. McConnell and a second by S. Decrosta. B. Lunt abstained as he was not present at the meeting.
- d. Dec. 2 KKC/staff notes – A. Stearns reviewed the list of items discussed at this meeting. They included:
 - 1) Fixing the headings of the website so that the Charter and the Code of Ordinances are clearly two separate documents
 - 2) Unified Development Code will be Chapter 19
 - 3) Private restrictions will be addressed – town does not have any jurisdiction or obligation to enforce.
 - 4) Many tables will be introduced including uses, dimensions, signs, permits, authority, etc.
 - 5) Overlay Districts will be evaluated as time permits to see if any can be eliminated and standards be placed in appropriate sections.
 - 6) Nomenclature will be simplified where appropriate such as district abbreviations
 - 7) List of uses will be shared and we will have a chance to update and add uses as we see fit.
 - 8) Temporary Land Uses will be added back in such as signs. Need to coordinate with Town Clerk about those under her jurisdiction.

It was emphasized that where changes could be considered substantive, these will be called out. A system was agreed upon during the site visit, with the

red/orange/yellow categories. Red is required and necessary, orange is recommended but not necessary and yellow is desired but not necessary. As issues come up KKC and staff will flag them.

2. Community Outreach Plan

- a. Webpage – A. Stearns updated the committee on the progress of the webpage. It is launched, the subscriber function is active for both agendas and minutes. The mission statement, project narrative and consultant information has all been posted. Stearns and L. Sangillo, Administrative Assistant, are working on getting a short paragraph description of the work along with the committee members posted on the front page.
- b. enCodePlus launch/subscriber push – A. Stearns gave an overview. The ramp up time to get Lisa and Melissa trained on publishing the latest zoning amendments took more time than expected and there were a few glitches on enCode's end as well. We are moving forward now and expect to have the site launched for the first week of January.

A discussion on the subscriber push resulted in having the push go out to all subscriber lists on the Town's website. Since the push will also launch the enCodePlus site as the new host of our Charter and Code of Ordinances as well as the introduction of the ReOrg it makes sense to do it globally. It will also be mailed to the lists used for the first two outreach meetings of the LPAC/CDC efforts for Comp Plan implementation.

Other outreach ideas discussed for outreach include a newspaper article, as well as a cable TV slide for Ad-hoc Zoning Committee. It was agreed that a newspaper article will need to wait until there is more of a product to discuss. K. Farber will approach the Forecaster reporter as she sees him at every Council meeting. A. Stearns will work with Mike McDade, Cable TV, and get a slide up.

In addition K. Farber will introduce the project to the Town Council during committee reports on December 22. A. Stearns will work with Ethan to have it introduced at the next Planning Board meeting on January 6.

A. Stearns mentioned that during the site visit it was decided to use the term Administrative ReOrganization and the creation of a Unified Development Code. This will better describe the project and help people get used to the new term.

- c. Future AZC meetings – It was agreed that future meetings will be held at 5:30. The following is a list of upcoming meetings.

Jan 13 – AZC to work with staff on developing comments for KKC. Staff will distribute the outline as received on December 18 and staff comments on January 8.

Jan 20 – AZC will meet with KKC to discuss comments, resolve issues and authorize Module 1.

J. Thibodeau asked how zoning recommendations from other committees will be added or interjected into this process. K. Farber indicated that they will go through the Council. Any amendments prior to the actual adoption of this

ordinance will have to occur by amending the current ordinance. A lot of it will be about timing. A. Stearns mentioned that KKC is available to assist with amendments but that it would be an add-on to the current contract.

3. **Project schedule** – A. Stearns indicated that the schedule has been amended to allow more time for staff to turnaround comments and also for staff to meet with the AZC prior to the AZC meeting with KKC for each of the modules. We have allotted more time for review in Module 1 as it will be the first review of the new format and we assume be more difficult than Module 2. If review can occur faster, we can condense the time frame as we move along. A. Stearns will continue to keep the schedule up to date with various outreach items. This way it will serve as a record of the outreach efforts as well as a guideline for the project.
4. **Other Business** - none
5. **Next Meeting** – Tuesday, January 13 and 20 at 5:30 p.m.