

**Town of Falmouth**  
**Ad-hoc Zoning Committee**  
Monday, June 22, 2015  
**Approved Meeting Notes**

**Members Present:** Co-Chair Stan Given, Co-Chair Karen Farber, Steve DeCrosta, Tim Nolan, and Rachel Reed

**Staff Present:** Amanda Stearns

K. Farber and S. Given called the meeting to order at 6:30.

1. Minutes - With a motion by K. Farber and a second by S. DeCrosta the minutes of January 13, 2015, January 20, 2015 and May 28, 2015 were unanimously approved.
2. Review of Module 1 with KKC – Bret Keast and David Baird joined the committee by WebEx. They reviewed the work completed on Module 1 and noted the following:
  - a. Introduction, Authority, Jurisdiction – KKC added some standard language and town staff are reviewing and editing as they see fit.
  - b. Land Use Table - The format for the Land Use Tables is complete and town staff are working on reconciling use terms. The creation of the table has uncovered many terms that are similar but not identical and the ideal would be to remove as many of these as possible.
  - c. Dimension Standards Table – Due to the complexity of the ordinance, the generation of a dimensional table has proven to be difficult. They plan to share a new idea with staff at their teleconference June 25. This will also be shared with the committee for comment.
  - d. Code Consolidation and Organization – Part of the development of the UDO is to take pieces of the Town Code and relocate to the UDO if it deals with land use standards. An example of this is Division 500 which will move the standards for swimming pools from the general code to the UDO.
  - e. District Nomenclature – This has been simplified to a two-letter format. This will allow the tables to be generated in a better format and provide consistency.
  - f. Table Notes – Table notes for the Land Use Table will be removed wherever possible and be placed under the Development and Special Standards section. A. Stearns noted that for any standards in the definitions it is also recommended to remove them and placed in the same division. [T. Nolan asked if there was a way to add the legend for the letters used in the table. **B. Keast responded that they will insert a line at the top of each page of the table and add the legend.** K. Farber asked about differentiating between the Base District and Overlay District Tables. **B. Keast responded that they will work on a method to do so.** The suggestion to change the color scheme is problematic but there is a way to assure that the user can easily ascertain what table they are referencing.]

- g. **Mapping** - A short demonstration was given showing the ability to do a use search and link to zoning districts as well as properties that are for sale or lease. The Town has a credit for the integration of MLS data as there has been difficulty in obtaining it. KKC has discovered another source and expects to have this available as part of the final adoption. The current code has a direct link to our current GIS but it is not interactive with the ordinance. **The committee expressed a strong desire to acquire the mapping piece.**
- h. Next Steps – Module 2 will be delivered on July 23. The Council update and status report will be targeted for August 24. The AZC will meet with town staff to review definitions and terms in August and review an outline for the Council presentation.

**With a motion by K. Farber, and a second by S. Given, the committee voted unanimously to approve the work to date and authorize KKC and staff to continue with the progress on Modules 1 and 2.**

- 3. Project schedule update – see above
- 4. Other Business – A. Stearns noted that enCodePlus has been launched for the existing Code and encouraged committee members to go on line and check it out.
- 5. Next Meeting – A. Stearns will send an email out for two dates, August 4 or 5 at 6:30.
- 6. Adjourn – the meeting was adjourned at approximately 8:00.