



## ORDINANCE COMMITTEE (Town Council Sub-committee)

Members Present (FY2018)  
Claudia King  
Andy Jones  
Aaron Svedlow

Staff Present  
Ethan Croce

### **Draft Meeting Minutes** February 26, 2018, 5:30 pm Large Conference Room, Town Hall

#### **1. Approve previous meeting minutes.**

Councilor Svedlow moved and Councilor King seconded for the 1/22/18 meeting minutes to be approved as drafted. The motion passed 3-0.

#### **2. Discussion on abutter notice requirements.**

The Committee reviewed the background materials prepared by staff prior to the meeting. This included the following:

- 12 hypothetical abutter notification scenarios showing expanded abutter notification requirements for four different properties at distances of 250 feet, 500 feet, and 750 feet.
- An aerial photograph showing the location of properties within the Water View Overlay District for which applications were submitted to the BZA in 2017. There appeared to be a somewhat even distribution of properties in the Flats vs. the Town Landing neighborhood.
- An inventory of BZA applications heard over the past year. This was requested at the last meeting as one way to help compare and understand the difference in land use intensity between use-related BZA applications (which currently require a 500 foot abutter notification) and non-use/only-structural BZA applications (which currently only require direct abutter notification).

After discussion, Committee members supported expanding the abutter notice requirement for non-use-related BZA applications from direct abutters to 250 feet. The 500 and 750 foot distances appeared excessive and it appeared that a 250 foot abutter notification distance would, in a majority of cases, capture the nearby properties most impacted by a structural addition that might impact water views.

A discussion ensued as to whether to apply this expanded 250 foot notification requirement town-wide or only to properties within the Water View Overlay District. The Committee believed that their charge was intended to be more narrowly focused on the Water View Overlay

District area and decided to only apply the expanded notice requirement to properties within the Overlay District. Councilor Svedlow agreed to introduce the ordinance amendment.

The Committee then discussed whether to reduce the current 500 foot abutter notification requirement for use-related BZA applications. The Committee discussed some of the more intensive, commercial/non-residential uses that are allowed in the RA District. The Committee decided to leave the use-related notification requirement at 500 feet since high-intensity, non-residential uses can result in more far-reaching and expansive neighborhood impacts that could warrant broader notification. These impacts include, but are not limited to, vehicular traffic, noise, lighting, scale of structures, etc)

### **3. Next meeting date**

The next meeting was scheduled for Monday, March 12 at 6:00 pm pending the availability of Amanda Stearns to present the ordinance changes related to food trucks. A backup date of Monday, March 26<sup>th</sup> at 6:00 pm was agreed upon.

### **4. Adjourn**

The meeting adjourned by consensus at 6:15 pm.