

MEETING OF THE LAND USE COMMITTEE 3/8/2010

The meeting was called for 7 p.m. in the Town Hall. Present were Dedun Ingram (chair), Craig Brooks, Stephanie Brown, Tom Collins, Kathy Flaxman, Georgia Guhin, Lees Hartman, Joe Rubin, Deborah Vollmer, Linna Barnes (Council liaison), and Victor Tervalo (consultant).

Minutes of the February 22 meeting were circulated. Georgia moved to approve as written. Seconded, passed without dissent.

Topic for the meeting was the planned handbook of Town building regulations. Linna introduced Vic Tervalo, a Baltimore-based attorney who has previously consulted to the Strategic Planning Committee. Linna noted that the Town Council has asked that the committee work with Mr. Tervalo to set up a time line for the handbook project.

Dedun passed out copies of a suggested general outline. Georgia found a few municipal handbooks on line but none similar enough to provide a model. Highlights of the discussion:

- Handbook should be project-oriented.
- Town staff might best do first drafts of some sections (variance process, how to apply for a building permit).
- Committee members will compile a glossary.
- Each section should start with a flow chart or annotated contents list. Joe to try a flow chart.
- The Town Council wants a hard-copy version but we would also like an on-line version for easier updating and maneuverability.
- Scope: More than a quick summary, less than a recounting of the entire code.
- Tree and water considerations should be emphasized along with actual building code.
- Preface to include vision/purpose of rules.
- Let residents know how Town staff can help, starting with planning phase of a project.
- Include references to building resources in final chapter.
- Let people know that County codes are also applicable, and have been changing recently.

Regarding a plausible timetable for the project, Mr. Tervalo said that this would be more apparent once a chapter was completed, and would depend in part on how the committee works. Ideally: end of summer. Far deadline: end of year. We will need to get clear on who (he? committee? Town staff?) is doing what.

There was some discussion of the concept of Remodeling and what this meant. Interior work only? Windows? Town code says that "structural changes" require a Town building permit, otherwise not. We need to check with staff to find out how this is interpreted.

Next steps:

- Mr. Tervalo will start on the Additions chapter that Dedun had outlined in more detail.
- Linna will take the outline to Town staff and have them do a draft of some pieces—they may already have handouts.
- Kathy agreed to work on Garages and Outbuildings.
- Craig volunteered to work on the Glossary.

The meeting adjourned at 8:30 p.m.