



---

## Memorandum

To: Planning Board  
From: Ron Wolanski, Town Planner  
Date: September 30, 2022  
Re: Project updates

---

Following is an update on the status of projects that the Planning Board is involved with, either as part of Comprehensive Plan implementation, or items otherwise initiated by or referred to the board for consideration:

### **Planning Board work complete**

1. **Historic Resource Preservation** - Consideration of potential Regulations and/or Zoning Ordinance amendments to promote preservation of historic buildings (Comp Plan) – Draft documents were revised based on input received during public workshop meetings and Board discussion. During its February 5, 2020 regular meeting the board voted to forward the proposal to the Town Council for consideration. Presentation to the Town Council was delayed due to potential budgetary impacts of the proposed program and uncertainty of COVID-19 impacts on Town finances. **Status: During the June 8<sup>th</sup> meeting the Planning Board tabled discussion until the January 11, 2023 Planning Board meeting.**

### **Prioritized ongoing Planning Board work items**

1. **Affordable Housing** – Consideration of Comprehensive Plan action items on affordable housing. Listing of action items and preliminary proposed work plan for high priority items provided to the Planning Board during the April 14, 2021 meeting. **Status: Given ongoing work of the Affordable Housing Committee to pursue potential projects, as well as recent private housing development activity, during the June 8<sup>th</sup> meeting the Planning Board elected to not pursue additional activities at this time. During the September 19<sup>th</sup> Town Council hearing on the proposed amendments to the Comprehensive Plan Housing Element to add language about town actions and ongoing housing developments, the Council requested that the Planning Board reconsider drafting an inclusionary zoning ordinance for Town Council consideration.**
2. **Airport Zoning** - Draft overlay for airport zoning (Comp Plan) – A Planning Board Subcommittee asked staff to create a draft ordinance based on the Westerly ordinance, which was approved by the subcommittee and forwarded to the full Planning Board. During its March 11, 2020 meeting the Board requested that a public workshop meeting be scheduled, which was delayed due to the COVID-19 pandemic. **Status: A public**

**workshop meeting is scheduled for October 13, 2022, 6pm, to review the proposed ordinance and accept public comment.**

3. **Use Table/parking zoning Review** - The Board's use table subcommittee was tasked with also reviewing zoning ordinance parking requirements as requested by the Town Council. **Status: The Planning Board, in response to requests of the Town Council for potential amendments to zoning ordinance parking requirements, provided proposed amendments to Zoning Ordinance Article 13 to the Town Council. The Town Council public hearing and first reading was on September 6<sup>th</sup>. During the second reading on September 19<sup>th</sup>, Town Council members asked about the rationale for several of the proposed amendments. The subcommittee was asked to provide response to these questions for the October 17<sup>th</sup> Town Council meeting. The use table subcommittee also resumed its work to review and recommend amendments to the use table during a meeting on September 8<sup>th</sup>. This work is ongoing.**
4. **Build-out Study Action Items** – The Planning Board's full-build impact study completed in 2020 provided recommended actions to address the anticipated impacts of additional development in town. With the Planning Board's assistance, the Town Council prioritized several items for action by the identified responsible departments. **Status: Memo providing status of Town Council priority action items provided to the Planning Board for the August meeting. Work on items identified as Planning Department responsibilities is underway. The Board requested a quarterly status update.**
5. **Application Fees** - Draft Regulations amendments to implement new application fees and revise application checklists (Planning Dept.) – Amendments approved and forwarded to the Town Council in February 2019. At the request of the Town Administrator, the Town Council referred the proposed fees back to the Planning Board for additional study, including review by the Finance Dept. to ensure that all overhead costs are included in the fees. Proposed revised fees to be recalculated based on current town personnel and other costs. **Status: Staff met with the Finance Director to discuss overhead costs to be incorporated in the new fee schedule. Awaiting additional information on overhead costs from Finance office to complete calculations for proposed fee schedule. During the August meeting the Planning Board voted to send a memo to the Town Administrator requesting assistance to complete the fees update. The memo, dated August 15<sup>th</sup>, was provided to the Town Administrator.**
6. **Rural Village District zoning amendments (Comp Plan)** – The Planning Board subcommittee met with subject property owners to seek input and buy-in for creation of the new district. Given the lack of urgency on the part of the impacted property owners, the subcommittee advised the board that action on this item be delayed. The Planning Board agreed to table the matter. **Status: Tabled by the Planning Board for further discussion at a future date due to lack of interest from impacted property owners.**
7. **Transportation Options** - Consideration of amendments to the Regulations and/or Zoning Ordinance to promote transportation options (Comp Plan) - Following a public hearing in January 2020 the Planning Board adopted the requirement to provided bike racks (and other items) on site plans and forwarded those amendments to the Town Council for approval. **Status: Planning Department staff are researching other options for promoting transportation alternatives.**

Cc: Town Administrator  
Town Council