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## Memorandum

To: Planning Board  
From: Ron Wolanski, Town Planner  
Date: January 31, 2021  
Re: Project updates

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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. **Future Land Use Plan/Zoning Map Consistency Project** (Comp Plan)– All proposed FLUP amendments have been received by the Town Council and will be scheduled for public hearing. The first set of amendments was approved by the Town Council on June 17, 2019. The second set of amendments was approved by the Town Council on June 15, 2020. **Status: The final set of amendments were scheduled for Town Council public hearing on April 5, 2021. The Town Council referred the proposed amendments back to the Planning Board for additional consideration after concerns raised by residents of Toni-Lynn Terrace. Planning Board public hearing was held during the June 9<sup>th</sup> regular meeting. Revised FLUP map and proposed zoning amendment approved and forwarded to the Town Council for consideration. A TC public hearing will be held this Winter.**
2. **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: To be presented to the Town Council in coming months.**

### **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: With the approval of the Town Council, the Planning Board appointed member Art Weber to serve on the Affordable Housing Committee. During the January 2022 Planning Board meeting, the Board requested that Mr. Weber provide the**

**Affordable Housing Committee with the action items from the Housing element of the Comprehensive Plan as a way of moving these items forward.**

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: The public workshop previously scheduled for January 31<sup>st</sup> was cancelled due to COVID concerns. It will be rescheduled.**
3. **Use Table/parking zoning Review** - The Board's use table subcommittee has been tasked with also reviewing zoning ordinance parking requirements as requested by the Town Council. **Status: The subcommittee recently focusing on requests of the Town Council for consideration of potential amendments to zoning ordinance parking requirements. During its January 5<sup>th</sup> meeting the subcommittee completed work on parking amendments and will provide them the full Planning Board for consideration during its February 9, 2022 meeting. Subcommittee work to review and make recommendations for amendments to the use table will continue.**
4. **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.**
5. **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.**
6. **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: The Town Council approved the bicycle rack requirement. Planning Department staff are researching other options for promoting transportation alternatives.**

Cc: Town Administrator  
Town Council