

MINUTES OF ECONOMIC DEVELOPMENT COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
February 13, 2019 at 3:30pm

Committee Members present: Councilor Martin Dumont, Chairman
 Councilor Dale R. Sprague, Vice Chairman
 Councilor Richard Michaud
 Councilor Martin Pepin, Temporary Mayoral Appt.

Administration/Staff present: Bob Belmore, City Manager
 Kelly Gagne, Deputy City Clerk
 Shanna Saunders, Dir. of Planning & Community Dev
 Paul Crouser, Code Compliance Officer

Others Present: Richard Brooks
 Steve Whitman, Resilience Planning & Design LLC
 Councilor Davis A. Witham (entered at 4:01)

Chairman Dumont called the meeting to order at 3:30 pm.

APPROVE MINUTES FROM JANUARY 15, 2019 MEETING

Motion made by Councilor Pepin, seconded by Councilor Michaud, made a motion to accept the minutes of the previous meeting as presented, Motion passed 3-0 Sprague abstained.

Paul Crouser the new Code Compliance Officer was introduced to the Committee. He comes with a Paralegal and Legal Assistant background where he previously worked for many years.

Councilor Sprague thanked him for being here and letting him know that the Council is behind him all the way in regards to property maintenance compliance. Paul was dismissed.

FORM BASED CODES – RESILIENCE PLANNING CONSULTANT

Steve Whitman from Resilience Planning & Design LLC introduced himself to the Committee. Whitman stated that he will go out into the City within the area chosen and code what is already there using an inventory form; he brought an example of one with him. Moving forward a simplification form will be used with new businesses once the Form Base Code is created. That same simplification form can be created to go with other districts within the City. The Committee liked the idea of that. He stated he will start in March if the area is chosen today and hope to have a draft code by the end of this summer.

Director Saunders passed out a map of downtown to help decide where the Committee would like to see Form Based Codes used.

There was a robust discussion of ideas and thoughts passed around, areas within the City to include and how Form Based Codes will be a tool the City can use.

Councilor Dumont asked if Form Based Codes would help entice developers into this Community. Steve Whitman answered yes, that developers are more tuned into it.

The Committee consensus decided on an area within the downtown vicinity.

Steve Whitman will come back to attend a meeting and after his initial work is completed so that the Committee can provide some feedback.

DOWNTOWN ZONING – RE: PARKING RESTRICTIONS

Director Saunders stated that she has completed a DRAFT for some changes to the Site Plan Regulations in Chapter 22A Section 11.4. A Downtown Special Parking District, a map was included in the packets, is being recommended to assist with parking in the downtown area.

There was discussion on general parking within the City.

Manager Belmore stated that all Site Plan Regulation changes will need to be approved by the Planning Board and Ordinance changes would need to be approved by the City Council.

The Committee consensus supported moving the Site Plan Regulation changes to the Planning Board.

Director Saunders stated that currently the Zoning Ordinance Chapter 19, states that there needs to be a minimum of two parking spaces per residential dwelling, which has been an issue with code compliance issuing citations. A suggested change was made to add the word paved, to say that all dwellings need to have a minimum of two paved parking spaces.

There was discussion about why this Zoning Ordinance change needs to be made, and that anyone prior to the Ordinance change being passed would be grandfathered in.

Councilor Pepin, seconded by Councilor Michaud made a motion to support an Ordinance change in Chapter 19 to accept adding the word paved. Motion passed 3-1, Councilor Sprague opposed.

ADJOURNMENT

Motion made by Councilor Pepin, seconded by Councilor Michaud made a motion to adjourn the meeting. Motion carried with a vote of 3-1, Councilor Sprague opposed. The meeting adjourned at 4:21 p.m.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk