

Zoning Advisory Committee – December 21, 2023

Committee Members Present: Mat Ercoline (Chair), Jared Iacolucci (Secretary) Marilyn Stephenson, Margaret Danison, Peter Martin, Rory O'Connor, John Menzie, Anna Stanko, Darwin Bowie, Mike Coffey

Others: Trustee Liz Kormos

On Zoom – Jennifer Moskovits

Call to Order: 7:03

Pledge of Allegiance

Agenda Item #1- ZAC Due Diligence Plan

The village board affirmed the selection of Fisher at the December 11th meeting. Mat spoke with the project manager twice and made a handoff to connect Frank to Fisher to begin contract negotiations.

Mat introduced a plan to conduct some diligence by splitting up specific topics into multiple teams. Independent working groups would work on specific areas of the zoning code and summarize and present findings to the full committee. Fisher agrees with this approach and will still pursue the deliverables as outlined in the RFP.

Mat's proposed plan for next few months (attachment) would divide the committee into three teams. Each team would tackle several of the topics over the course of the next few months. Proposed schedule would have each team address topics with a plan to review the entirety of team summaries on April 18th. Since two of the three teams are slated to wrap their section by 2/15, those teams can continue and assist Team 1 on their final topics through March.

In the bottom section of attachment, specific areas that are in the code that Mat, in conference with Rory, suggest for Fisher to work on as we address the articles assigned to each team. Marilyn raised the point about potential zoning issues that are not covered in the existing code or in the specific articles for Fisher review. These can be addressed by teams over the next few months. In the immediate, the spreadsheet on the shared google drive can service as a repository for all of these emerging and potential zoning issues.

Starting Jan 4, Team 1 to focus on District Boundaries, Team 2 to focus on Signs, Team 3 to focus on Use Regulations. If conversations need to continue, teams should follow up offline. The second meeting for each topic will be time for each team to present on their review of the topics. As needed, that time may be used for teams to finalize details of their topic review.

There is buffer in the schedule that can allow for teams to continue their work into March as needed since Team 1 will have their third topic to complete that month.

Committee Takeaways:

- Review the topics assigned to each team
- Mat to share the link to spreadsheet again
- Mat to extend the 4/18 Meeting to 2 hours
- Will work to get Dave LaFontaine at upcoming meetings
- Try to attend the Planning Board meeting on Jan 10th and the ZBA meeting on Jan 31st
 - Historic Commission meets every third Monday and would also be useful
- Mat to add the 5th and 6th type of recommendation/guidance:
 - Further review by committee
 - Additions to code

Agenda Item #2 – Status Update on Consultant Contract Negotiations

Negotiations on the contract are moving and Frank has shared the contract with Karla for village attorney's review.

New Items

Rory recommends that committee members attend Planning board meeting (January 10th) and ZBA meeting (January 31st). Marilyn also suggests committee members attend Historic Commission, which meets on the third Monday of every month at 9:15 AM at Steve Springer's house.

Marilyn asked about any other work that we can review as preparation. Rory recommended reviewing existing minutes from each for the past 6 months.

Darvin suggests that we add another option to the Team Recommendations/Guidance section (new option E: Bring back to Committee for further review). Also asked about why Planning Board does not have Zoom meeting. There is a desire among members of the committee for Planning and ZBA to get on zoom as well.

Public Comment

Liz Kormos: Asked about what the ultimate goal is in splitting committee into breakouts. Is the committee looking to write these pieces themselves or is this critiquing? Mat responds that this is mainly about recommendations for Fisher and guidance from the committee. This can also take the form of identifying issues (as noted by Marilyn) that may not be covered at this point.

Meeting adjourned at 7:42