



## **Unified Development Ordinance Committee**

**Meeting Minutes  
September 15, 2011  
9:30 am**

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**Members Present:** Jim Strandquist, Marci Berry, Tom Vincenz, Becky Noble, Eddie Walters, Bill McDonald, Dave Stuart, Al Seibert, Charlie Nern

**Members Absent:** Alan Doolittle, Bill Mclane, Carol Santavicca

**Staff Present:** Sandy Wood, Cindy Nelson

**Others Present:** Landin Holland, Leon August

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1. **Call to Order**-Meeting called to order at 9:30 am.
2. **Agenda Comments**-None
3. **Approval of Minutes**-from the August 18, 2011 meeting. **Bill entertained a motion to approve as mailed. Moved by Marci. Second by Eddie. Motion carried unanimously.**
4. **Old Business**-None
5. **New Business**
  - a. Discuss Articles 10 through 13 of the Draft UDO

Discussion opened and the Committee was encouraged to make comments and suggestions on Articles 10 through 13 of the UDO. Comments and suggested changes are listed as follows:

### Article 10

Page 10-5; Section 10.1 Landscape and Buffer Requirements – Buffer Strips (G) (1)  
Add language that a buffer strip will have 75% visual opacity when the buffer strip is located between residential and business districts.

Page 10-3; Landscaping Plans (C) (1)-Becky asked how this standard fits into a residential subdivision. Landin said he will check how this historically ties into the subdivision ordinance. Also, for (C) (1) (d) 3; change the wording to reflect that every tree on a buildable lot does not have to be surveyed and cut, but, survey the trees outside the buildable area to be cut, unless there are Heritage Trees. There is concern to preserve Heritage Trees. If any Heritage Trees exist, they will be required to be listed on a survey. Landin will also add in a tree preservation list.

Page 10-6; (G) Buffer Strips (3) (a)-Becky asked if some flexibility could be built into this. She noted that it reads that “natural vegetation must be retained”. Some natural vegetation is not all that attractive. Landin said he will change it to “natural vegetation may be retained”, and leave it up to the building inspectors discretion on what to keep. Dave noted in (3)(b)1., the current standard indicates buffer heights could be six feet or eight feet in height and he suggested making the buffer height one standard to avoid confusion. It was agreed to make the buffer height six feet.

Page 10-8; Section 10.2 Preservation of Trees (B) Tree Removal Permit Required- some issues were brought up regarding this regulation. After some discussion, it was decided to revisit this topic at the next meeting.

Page 10-7; (H) Maintenance and Uses within the Buffer Strip-AI brought up the fact that buffers need maintenance and care. When a developer in charge of that maintenance is no longer operating, the buffers become overgrown. Having some type of enforcement in place would help the situation greatly and give some accountability. Landin will improve on this and bring the language back to the committee for review.

### Article 11

Landin explained that the sign ordinance has been updated and replaced. The only comment made in regard to this ordinance was the mention of vehicles that are totally wrapped to look like and operate as a sign. Landin said there is nothing the town could do about this as long as the vehicle is moving along a public right of way. But, if the vehicle is parked than it is clearly being used as a billboard. Landin will add this under Illegal and Prohibited signs.

### Article 12

A suggestion was made to add graphics that would help determine the base flood elevation and the freeboard of a property. Tom added that the ordinance is a little confusing for the general public to understand and he suggested adding a one page checklist for homeowners who want to develop or improve their property. Landin will incorporate both of these items into the ordinance.

Article 13

Page 13-20; Section 13.14 Circulation of Application-add in language that will refer the reader back to the Technical Review Committee section.

At this time the review of the UDO Draft was completed. Landin stated that it would take a couple weeks to format all the changes. Once that has been done, he will give copies to the committee members to review.

In light of that, the meeting dates for October were changed from October 6<sup>th</sup> and 20<sup>th</sup> to October 13<sup>th</sup> and 27<sup>th</sup>. Both meetings will begin at 9:30 am. The October 27<sup>th</sup> meeting will be the last meeting for the committee as the UDO Draft will then be sent to the Planning Board to recommend the Town Council.

**6. Public Comment-None**

**7. Adjournment-meeting adjourned at 11:00 am. Bill entertained a motion to adjourn. Motion made by Eddie. Second made by Al. Motion carried unanimously.**

*Bill McDonald*  
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*Bill McDonald - Committee Chairman*

*Cindy Nelson*  
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*Cindy Nelson - Committee Secretary*