



Legislation Text

File #: 19-298, **Version:** 1

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Dawn-Marie Buckland, Deputy Town Manager
Jeremy Knapp, Community Development Director
George Burton, Planner

DATE: June 13, 2019

DEPARTMENT: Community Development

AGENDA TITLE:

Adoption of Ordinance 2019-05; Amending Chapter 6 Town Code Amendment - Administrative Land Modification (MI-19-01); and Resolution 2019-03 Amending the Fee Schedule

RECOMMENDATION:

Adopt Ordinance 2019-05 and Resolution 2019-03.

SUMMARY STATEMENT:

Staff has identified and proposed amendments to Chapter 6 of the Town Code to establish and provide clarification on which type of lot splits, lot line adjustments, and easement modifications may be processed administratively by staff and which land modifications require Town Council approval. Most of the language in Ordinance 2019-05 codifies and clarifies the Town's current land modification practices and processes. The code amendments do not change to the Town's development standards. Rather, the amendments will allow code compliant easement modifications, lot line adjustments, and lot splits on residential properties to be processed administratively by staff. The amendments also identify that all land modifications on Special Use Permit properties are subject to Town Council review and approval.

This item was initially presented to Town Council at their May 9th Study Session. Several edits were identified by Town Council which staff has incorporated into the current draft, which will be discussed in Study Session on June 13th prior to consideration of this agenda item.

On March 8, 2019, staff notified the Building Community via the Town's Contact Me/E-Notify list that the Town is working on code amendments to establish and provide clarification on which type of lot splits, lot line adjustments, and easement modifications may be processed administratively by staff and which modifications require Council approval. Staff did not receive any comments or inquiries regarding the proposed amendments. Also, a second notification was sent to the Building Community on June 6, 2019. Staff will update the Council and identify if any feedback is received from the second notice at the June 13th public meeting.

ATTACHMENT(S):

Ordinance 2019-05 Clean

Ordinance 2019-05 Track Change

Resolution 2019-03

Town Manager/Town Administrative Land Modification Approval Form

Administrative Land Modification Comparison Chart

March 8th Notice to Builders on Chapter 6 Amendments

June 6th Notice to Builders on Chapter 6 Amendments

PowerPoint Presentation