

## TOWN OF GERMANTOWN LAND USE LAW UPDATE

Project Number: 2223713

### KICK-OFF MEETING SUMMARY NOTES APPROVED

Location: Town Hall

Date: September 19, 2022

Time: 6:30 pm

### SUMMARY NOTES

1. Supervisor Helsley kicked-off the meeting, thanked the Committee members for participating and introduced Matthew Rogers of LaBella.
2. Matthew Rogers introduced himself and provided a brief background on his experience.
3. Committee Organization and Responsibilities:
  - a. There was a brief discussion on Committee Chairs. The Committee decided to elect Karen Targove and David Rifenburgh as Committee Co-Chairs.
  - b. Matthew discussed the roles and responsibilities of the Committee:
    - i. Formally established by the Town Board.
    - ii. Has final decision-making authority on what land use law amendments will be recommended to the Town Board.
    - iii. The Committee will be responsible for identifying and contributing ideas, recommendations, issues, and concerns related to the Town's land use laws, including reviewing, and editing draft amendments.
    - iv. There may be situations where the Committee will need to decide on key issues by vote if general consensus cannot be reached.
    - v. At the end of the process, the Committee will submit to the Town Board a Draft Land Use Law identifying proposed amendments.
    - vi. Upon submission of the Draft Law, the Town Board will be responsible for considering and adopting the Draft Law as presented or with further amendments.

4. Document Coordination.
  - a. To avoid filling up inboxes with several documents and to provide opportunities to collaborate between meetings, the Committee will use Google Drive to share, review, and edit draft documents.  
<https://drive.google.com/drive/folders/1piGC8gzbQih8oLoRFmA5ZAgok7o8Wnhr?usp=sharing>
  - b. Committee members who prefer not to use Google Drive, Matthew will email PDF documents to them separately upon request.
5. How Code Amendments will be Identified:
  - a. The 2018 Comprehensive Plan will be the foundation of this effort. Section 11 of the Plan outlines all land use recommendations and will be posted on Google Drive for review in advance of October's meeting.
  - b. A major focus of the October meeting will be to review Section 11 to identify applicable land use recommendations that are still valid for further consideration.
  - c. A general discussion document will be posted to Google Drive for Committee members to identify their ideas, recommendations, and priorities on what should be addressed in the Code.

**Next meeting:** October 17, 2022, at 6:30PM

The preceding minutes represent the author's understanding of the matters discussed and decisions reached. The Committee will determine completeness and accuracy at their next scheduled meeting.

Respectfully submitted,

LABELLA ASSOCIATES, D.P.C.

*Matthew Rogers, Senior Planner, LaBella Associates*

Cc: All Attendees