

Meeting Date/Time: June 23, 2020; 5:00 pm

Members present: Chad Pickens; Mary Stowe; Pamela Schultz; Sally Hoyt; Stefan Klakovich; Steve Bevington; Shugong Wang; Tai Huynh (Council Liaison)

Members absent: Phil Post (exc.); Stephan Hearn

Staff: Sue Burke; Alisha Goldstein; Mary Beth Meumann; Judy Johnson (Planning Dept.); Alisa Duffy-Rogers; Scott Clark

Guests: Julie McClintock

<b>Agenda Item</b>	<b>Discussion points</b>	<b>Motions/Votes</b>	<b>Action</b>
Meeting called to order	Ms. Schultz called the virtual meeting to order and called the roll.	N/A	The virtual meeting began at 5:09 on Zoom; a quorum was present.
Introductions	The Board welcomed Tai Huynh, the Council Liaison to the Stormwater Advisory Board. Ms. Schultz asked Board members and staff to introduce themselves.	N/A	N/A
Announcements	Staff announced that the Eastwood Lake would be provided for Board review and comment. Mr. Pickens announced that the Elliott Rd Flood Storage project is under construction.	N/A	N/A
Petitions	Ms. McClintock reviewed her petition. Only one advisory board has responsibility for stormwater review – the Environmental Stewardship Advisory Board (ESAB). Ms. McClintock is requesting that the Board consider her refinements to the development review process as the Board works through this issue. Only two boards – the CDC and the HDC – receive presentations of concept plans. Ms. McClintock said that the Town Council is aware that the concept plan process needs adjustment and it is looking to tweak it.	N/A	N/A
<b>BOARD BUSINESS</b>			
Stormwater Advisory Board review of development applications	Continuing the discussion of Ms. McClintock's petition, Mr. Pickens asked when, in her opinion, was the right stage for the Stormwater Advisory Board (Board) to get involved in the process. Ms. McClintock thought that concept plans should go to the Board at the same time it goes to the CDC/HDC. Staff noted that certain terms such as exemptions, variances, and modifications have specific meanings with respect to the development regulations.		

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<p>Stormwater Advisory Board review of development applications (cont.)</p>	<p>An applicant may request a MODIFICATION to a regulation that is not being met as part of a Special Use Permit or Conditional Zoning application. These application types, along with any modifications to the regulations, must be approved by the Town Council.</p> <p>A project that does not go to the Town Council for approval and cannot meet a regulation, may request a VARIANCE. Variances are heard by the Town's Board of Adjustment.</p> <p>Ms. Schultz stated that she was not clear when modifications to regulations were pending. This was a general consensus of Board members. A Board member noted that it would be helpful to know what exceptions to the RCD, etc. are being requested and to know that earlier in the process.</p> <p>Board members agreed that being included earlier in the review process would give them the opportunity to provide substantive and timely comments before the design was too far along.</p> <p>Ms. Schultz noted that the second item on the agenda was the use of RCD for stormwater controls and suggested that staff present their Powerpoint.</p> <p>The last slide asked the Board to identify the types of projects and how many years back the Board was interested in seeing.</p> <p>A Board member stated that he was more interested in projects that would be relevant to upcoming decisions, instead of a historical perspective. A key metric would be how much developable land is used for stormwater controls as a percentage rather than an area.</p> <p>A Board member said it would be useful to know how often applications request modifications (yearly basis).</p> <p>Staff observed that there were uses that were permitted in the RCD and projects that did not exceed the disturbed area ratio did not require any special approval. Section 3.6.3(g) of the LUMO contains the standards of development which require the site plan to minimize the disturbance to the RCD.</p>		<p>Staff will email the Powerpoint presentation to the Board members.</p>

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<p>Stormwater Advisory Board review of development applications (cont.)</p>	<p>Staff asked if the Board had an interest in a summary of projects that impacted the RCD (e.g., stormwater control measure in the RCD) but complied with the disturbed area ratio?</p> <p>Staff noted that an RCD Encroachment application was required for <u>all</u> encroachments in the RCD. Staff reviews these applications and provides conditions (e.g., standards of development) and recommendations to Planning.</p> <p>A Board member said that he would like to know how often the examples from the presentation are happening. Are applicants taking staff recommendations and staying below the ratio or out of the RCD entirely? Or they taking the 40% and then looking to encroach some more? Were the examples today usual or unusual? Take that data and present it as a pie chart – applications that revised plans to minimize RCD disturbance; maxed the land disturbance; needed a modification to the regulations.</p> <p>Another Board member was interested in knowing how the use of the RCD has changed over time. Are the numbers above available from the RCD encroachment applications?</p> <p>Staff would need to check with Planning as to where those applications are kept. Stormwater staff review the RCD encroachment applications as part of large development projects but not for single-family residential, unless Planning staff has a question.</p> <p>There was interest in seeing the larger projects. Staff noted that Special Use and Conditional Zoning applications require Council approval and can request modifications to the regulations. Also, projects that would disturb 20,000 sq. ft. or more of land may require stormwater control measures.</p> <p>The Board discussed if it would be helpful to have a subcommittee come up with recommendations in response to staff's questions and submit those back to the Board at a future meeting. They asked if staff could draft an outline based on what they heard at this meeting. The outline could be discussed at a subcommittee meeting or the next Board meeting.</p>		

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<p>Stormwater Advisory Board review of development applications (cont.)</p>	<p>Staff replied that it could begin to pull information together, starting with the SUPs and Conditional Zoning applications and going several years.</p> <p>There appears to be a general consensus that the Board would like an opportunity to review certain projects. Understanding what types of projects those are and the review process will help the Board determine which projects could be candidates for Board review and when that review should occur.</p> <p>This would result in written recommendations to the Town Council to consider revisions to the development review process.</p> <p>The Board briefly discussed a concern that not all of the Stormwater staff recommendations were being forwarded to the Town Council. This could be included in the Board's recommendations.</p> <p>Another item included on the agenda and in Ms. McClintock's petition:</p> <p>Evaluation checklist – what questions to ask; this would be helpful to the Board. Ms. McClintock said that the ESAB has a checklist and she can forward a copy of it to the Board members.</p> <p>The Board decided to set up a subcommittee to begin drafting recommendations for changing the review process.</p>	<p>The following motion to set up a subcommittee was made by Mr. Klakovich; Mr. Bevington seconded the motion.</p> <p><i>To form a subcommittee to examine the Stormwater Management Utility Advisory Board's (Board) role in the development review process and to provide recommendations to the full Board for transmittal to the Town Council and further to appoint Chad Pickens, Stefan Klakovich, Pamela Schultz, and Steve Bevington to the subcommittee, and others as directed by the Board chair.</i></p> <p>In a roll call vote, the motion was approved unanimously (7-0).</p>	
<p><b>ADJOURNMENT</b></p>	<p>The next Board meeting is July 28, 2020.</p>	<p>A motion to adjourn was made by Mr. Klakovich and seconded by Mr. Pickens. It passed unanimously, 7-0, in a roll call vote.</p>	<p>Meeting adjourned at 6:58 pm.</p>