

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. Special Meeting Passed, 20

April 17, 2018

The Council of the City of Milford met in special session in Council Chambers at 745 Center St. at 5:30 p.m. on April 17, 2018. Mayor Albrecht called the Work Session-Special meeting to order with the Pledge of Allegiance and a Moment of Silence.

Roll Call: Present: Mayor Albrecht, Vice Mayor Brewer, Ms. Russell, Mr. Brady, Ms. Chamberland, Mr. Haskins, Ms. Evans.

Introduction and Presentations:

Work Session to discuss The Downtown Development Guidelines the Extension of The Old Mill Overlay The Mayor opened up the work session with a preface that while attending a Planning Commission Meeting he realized that a lot of the information that was being presented was information that City Council members should be included to discuss since they are the ones that make the Ordinances. The commission doesn't have the authority to expand the district, so why not start with City Council. After speaking with Pam and Michael it has not been done since 1994 and why not start the process this way. This started when the question came up about how do we implement the plan? The first step is to take a look at all of the ordinances. At this point what Ms. Holbrook and Mr. Doss suggested was to take a look at the downtown overlay and the expansion of it and to talk about this and to educate us and have a better discussion about it as we move forward. Mr. Jay Stewart with the Kleingers Group which has been hired by the city to help navigate through revised downtown design guidelines. The intent of tonight's session is to first be educational. The first two work sessions will be info sessions. Between now and the next meeting on May 15th, he would like council to take a look, particularly while driving downtown in the district, write down the things you like, do not like, ideas, issues or what are your goals for the district and bring the information back as part of the homework assignment. Introduction 101 Design Guidelines were reviewed. Scope of the work, project schedule and discussed the approach for the stakeholder input session. Also went over the initial areas of need prior to beginning the B-2/OMO district zoning text audit. Began the process of expanding the existing Old Mill Overlay district. We are trying to protect, promote and preserve the district.

The categories that were discussed:

Architectural Design Guidelines / Comprehensive Plan Recommendations
Architectural Design Guidelines
Site Design Guidelines
Public Realm Design Guidelines
Sign Guidelines
Landscaping & Screening Standards
Procedure

Project Scope of Work /Schedule

Consultant Due Diligence; B-2 / OMO Zoning District Zoning Text Audit
Consultant to review the existing B-2 (Downtown Mixed Use) district and the B-2 (Old Mill Overlay District) zoning code chapters and perform a zoning text audit. The audit memo will identify specific text items to 1) retain, 2) retain with edits, 3) remove in their entirety; and 4) identify opportunities for new guidelines / standards.
Council Work Session #1 (Kick-off meeting): April
Review scope of work, project schedule and discuss approach for stakeholder input session. Discuss initial areas of need prior to beginning the B-2 / OMO district zoning text audit. Begin the process of expanding the existing Old Mill Overlay district.
City Council Input Session #1: May
Facilitate a meeting with City Council to brainstorm end discuss topics and issues that should be considered to be included in a combined B-2/ OMO zoning district update as it relates to building and site design guidelines. Consultant will use a power point presentation to provide context for the specific design guideline issues and opportunities. If desired, Consultant can provide City Council with the B-2 / OMO zoning text audit prior to this presentation. Discuss B-2 /OMO zoning text audit and begin identifying key areas to be considered for first draft edits.
City Council Input Session #2: June
Continue discussion and brainstorming on the remaining B-2/ OMO zoning elements. This meeting will conclude the Council input and brainstorming phase of identifying issues and possible solutions. Consultant will use a power point presentation to provide context for the specific design guideline issues and opportunities. Discuss approach to the combined Planning Commission, HMA and stakeholders presentation.
Stakeholders Input Session: June
Facilitate a meeting with the Planning Commission, HMA and other various stakeholders to brainstorm and discuss topics and issues that should be considered to be included in the B-2 / OMO district update as it relates

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to building and site design guidelines. Consultant may use a power point presentation or interactive boards / surveys to elicit attendee feedback.

Create 1st Draft of the Revised B-2 / OMO Zoning District: July

Consultant will create the first draft of the revised B-2 / OM^o zoning district chapter including illustrative photo images. Consultant will transmit the 1st draft of the revised zoning district to city staff prior to City Council Work Session #2.

• City Council Work Session #2: August

Review a first draft of the proposed B-2 / OMO district text and images. Consultant will make edits as discussed and resubmit a revised B-2 / OMO district chapter and associated images. Recap the feedback received from the HMA and Planning Commission Input sessions. Continue to discuss any details and approaches on proposed building and site design guidelines. Consultant will make the necessary edits to the 1st draft of the revised zoning district chapter text and resubmit to city staff prior to the City Council Work Session #3.

City Council Work Session #3: September

Review the 2nd draft of the proposed B-2 / OMO district text and photo images. Consultant will make edits as discussed and resubmit a revised B-2 / OMO district chapter and associated images. Continue to discuss any details and approaches on proposed building and site design guidelines. Discuss any required edits to the draft design guidelines and the power point slideshow to be used at City Council, Discuss approach to the City Council presentation. Consultant will make the necessary edits to the document and create a Final Draft of the proposed B-2 / OMO zoning district.

Final Presentation to City Council : October

Submit Final Draft of the Comprehensive Plan to City Council in both MS Word and PDF digital formats, Consultant will present the final draft of the revised 13-2 zoning district chapter to City Council and make a presentation using the power point slide show. Based on any feedback received during or after the City Council presentation, Consultant shall make any required final text /image edits and submit a final version to City Staff.

Mr. Albrecht said that he would like to see what we have at this time and maybe earmark things that we need to tweak. We already have an overlay, are there things that we have in there that we are not currently enforcing? If we have them, then we should be enforcing them. If you do not enforce them, then why write them? We have to be careful when we write codes. Flexibility without overdoing it. Mr. Stewart said that from a time standpoint, he suggested reading the text audit. 6 pages that gave more detail. Do all the homework and bring in your ideas. His goal is to break it down by categories while the OMO is in front of us to reference. Look at the site development. Look over the existing codes. I want to know what you like and do not like. We will break it down by category (5). Ms. Caroline Good was in attendance and asked about the zoning map areas for B2 and part is zoned light industrial. Ms. Holbrook said that there is no light industrial zoning down there but there are uses that have been grandfathered and have been in Milford for quite a while. Mr. Stewart also mentioned that there is a tool that council may want to consider, if they feel that during this process that we are hoping to finish in October, which starts the zone text process, and it will be approximately 3 to 4 months after, so approximately January that the new guidelines will go into effect, you may want to consider placing a zoning moratorium to place a hold on what council may deem whatever applications in whatever districts. Sometimes communities do this so that nothing gets in under the wire. Mr. Albrecht asked if we were to have a moratorium, what would that do to potential developers? Mr. Stewart said that it completely depends on the scope of the moratorium. For example: you can have it to where it says we do not want any more sign plans for due process. But this may even be a none issue. Or for instance if you do not want any more rental halls to come in, then you would place a moratorium on rental halls. Look at your permitted uses and your conditional uses. Mr. Brady had a question regarding the focus area we see Five Points at Main blending into downtown. Where does the line end from the Five Points area into the downtown district? Mr. Stewart said to keep the information in mind when we go over the zones. Mr. Stewart said a great brand name for this district would be The River District. The district can be included up to the Five Point area. A question to keep in mind is, will that Five Point area keep in the guidelines in the downtown district. That area is very transitional. Mr. Stewart and City Council scheduled the next Special Meeting/Work Session for The Downtown Development Guidelines to be on May 15th at 5:30.

Adjourn:

There being no further business to come before the Special Council meeting, the meeting adjourned at 6:35 p.m. with a motion from Ms. Evans, seconded by Mr. Brady. All voted yes.


Jackie Bain, C.P.T.


Fred Albrecht, Mayor