



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, City Council Conference Room**
Meeting Date: **Monday, March 7, 2022**
Meeting Time: **8:30 a.m.**

1. CALL TO ORDER

Councilor Shanahan called the meeting to order at 8:30 a.m.

Present: Deputy Mayor Dennis Shanahan, Councilor Fergus Cullen, Councilor Lindsey Williams, City Attorney Joshua Wyatt, Deputy City Attorney Jennifer Perez, Gretchen Young, Environmental Projects Manager, and Patty Moniello, Legal Assistant.

2. PUBLIC FORUM

No citizens or members of the public present for public forum.

3. APPROVAL OF PRIOR MEETING MINUTES –

- December 20, 2021 Special Meeting – Deputy Mayor Shanahan asked if there was any discussion to be made regarding the minutes. Hearing none, Councilor Williams made a motion to approve the special meeting minutes, seconded by Councilor Cullen. Vote unanimous in favor.

4. CHAPTER 141 ORDINANCE (CURRENTLY PENDING)

Attorney Wyatt discusses four changes within the ordinance:

The first change eliminates the remaining subsidized residential parking permits for Main Street, School Street, St. John Street and some downtown city lots. This was started last fall and this is the second phase of this elimination.

The second change clarifies the space beside the community trailhead as free parking when using the community trail. They are in a metered lot right now, but just want to make it clear that if people are using the trail it is not metered parking.

The third change is moving the Portland Avenue lot from free parking to metered parking.

Final change is adding a few options to the business parking permit program. These would be on Third Street, Fourth Street and School Street. There will be a change to the fee schedule that will be in tandem with this on Wednesday night to provide for those permit fees.

Per Attorney Wyatt, these were all recommendations of the Parking Commission.

Deputy Mayor Shanahan had a question regarding the Portland Avenue lot and if it is privately owned. He is wondering if we have a lease agreement for that property. Attorney Wyatt will research this. He is not aware that there is any lease by the City for that property.



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Deputy Mayor Shanahan pointed out a typographical error in the Chapter 141 ordinance. Attorney Wyatt will address and a new ordinance will be provided to council for the upcoming meeting of City Council.

5. FUTURE STORMWATER UTILITY ORDINANCE

Gretchen Young discussed initial idea of creating this ordinance and combining committees to help with it, but mainly running everything through the Ordinance Committee first, then running through the state level. She mentioned that she will be meeting with the City Manager this week for more discussion. Attorney Wyatt stated that the resolution that was just past essentially tasks this body, as well as the DUC, in conjunction with staff, to bring forth an ordinance. He proposes to have staff draft up something with blanks and bring to one body, and have them work through those blanks for policy decisions. He recommends the Ordinance Committee be the first to review this draft.

Attorney Wyatt suggested there be additional meetings because at some point public input will be needed and watching the time line and coming up with a schedule.

Gretchen said the Stormwater Committee is applying for a grant that would help bring in extra help with running scenarios, setting milestones, helping with grant money and figuring out time lines. Gretchen said some of the time lines include preparing for funding pre-application which is due April 15 and the funding will come through in the fall. Gretchen stated that between now and September, staff would be working on drafting the ordinance, and speaking with the Ordinance Committee about the fundamentals. In the Fall 2022 into Spring 2023, there would be public engagement meetings, and heading into Summer of 2023, having a good understanding of what we want to do about public education and the final product and then heading into Fall 2023, giving staff time making sure the financial piece is in place.

Discussion occurred concerning meetings with committees involved. Gretchen suggested the Ordinance Committee check the Stormwater Committee past meeting minutes from July/August 2021, for additional background on previous discussion, specifically credit system and different tiers. She also suggested having a meeting to review her past notes and minutes to update everyone on these two issues specifically.

Deputy Mayor Shanahan suggested having a joint meeting, including the Ordinance Committee and DUC, to occur sometime after April 2022 to kick off the process and review background information. Deputy Mayor Shanahan mentioned a possibility of public meeting be live streamed from City Council Conference room.

Attorney Wyatt asked whether the expectation is that staff have a draft ordinance prepared for the joint meeting of the Ordinance Committee and DUC. Councilor Cullen stated that



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would be premature and it would be most helpful at this point for staff to outline the policy areas where decisions need to be made. Other Ordinance Committee members concurred.

6. GENERAL DISCUSSION

Councilor Williams commented to gauge the Ordinance Committee's interest in reviewing existing ordinances in Chapter 9 of the Dover code, to see if and to what extent updates may be needed for the purpose or charge of existing boards and commissions. She stated there are 27 such boards and commissions listed and has already identified some that may benefit from updates, though individual City Council liaisons to those committees were also reviewing in parallel.

Deputy Mayor Shanahan suggests that this can be split up among the committee to review. However, Councilor Cullen suggested waiting until after the Budget Season have concluded and then re-address. Other members of the Ordinance Committee concurred.

7. BUILD AGENDA FOR NEXT MEETING

Deputy Mayor Shanahan stated that no meeting would occur April 2022 unless something comes up that needs addressing.

Attorney Wyatt stated that there may some forthcoming changes to Chapter 141 originated from the Transportation Advisory Commission, but those changes have not yet been transmitted and it is unclear when an ordinance would move forward.

8. ADJOURN

Deputy Mayor Shanahan asked if there was anything else. Councilor Williams moved to adjourn; seconded by Councilor Cullen. Vote unanimous in favor.