



Town of Windham
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MEMORANDUM

To: Town Council
From: Bob Burns, Assistant Town Manager
Date: May 10, 2024
Re: Ordinance Committee Process Regarding the Land Use Ordinance (LUO)

On April 1, 2024 the Ordinance Committee (consisting of Councilors Nadeau, Maxfield, and Henry) met to discuss a sign definition conflict in the Land Use Ordinance (LUO) with a proposed mural on a commercial building. A decision was reached and the amended LUO language approved was forwarded directly to the Planning Board. This was a change from the typical referral process and was done in an effort to speed up the LUO amendment process as it was a unanimous decision and was considered a topic without likely controversy.

TYPICAL LAND USE ORDINANCE AMENDMENT PROCESS STEPS

- 1) A topic for consideration is referred to the Ordinance Committee by the Town Council.
- 2) Ordinance Committee considers the topic and creates draft ordinance language or draft amendment that is referred to the Town Council.
- 3) The Town Council approves, or amends and approves an amendment that is then referred to the Planning Board.
- 4) The Planning Board considers and approves the amendment or recommends changes to the amendment and forwards to the Town Council.
- 5) The Town Council considers the amendment and the Planning Board's recommended changes if there are any and votes to approve the amendment or further amends or possibly even refers the item back to Ordinance Committee (step 2) or the Planning Board (step 4).

The Ordinance Committee would like to seek Town Council support to be able to change to process to the following:

RECOMMENDED NEW LAND USE ORDINANCE AMENDMENT PROCESS STEPS

- 1) A topic for consideration is referred to the Ordinance Committee by the Town Council.
- 2) Ordinance Committee considers the topic and creates draft ordinance language or draft amendment that is referred to the Planning Board if it is a unanimous vote and is considered noncontroversial by the Ordinance Committee (amendment proceeds to step 4). If the vote is not unanimous but passes 2-1 then the amendment is referred to the Town Council (amendment proceeds to step 3).
- 3) The Town Council approves, or amends and approves an amendment that is then referred to the Planning Board.
- 4) The Planning Board considers and approves the amendment or recommends changes to the amendment and forwards to the Town Council.
- 5) The Town Council considers the amendment and the Planning Board's recommended changes if there are any and votes to approve the amendment or further amend or possibly even refers the item back to Ordinance Committee (step 2) or the Planning Board (step4).

This revised process would allow a Land Use Ordinance amendment to occur approximately one month faster than the typical process. Again, the Ordinance Committee is in support of this change and seeks Town Council consensus on this modified process. Thank you for your consideration.