

Bylaw Review Committee Meeting  
November 22, 2019

Members Present: Alisa Brewer, Patricia De Angelis, Bernie Kubiak, Bob Ritchie (Chair), Evan Ross.  
Staff Present: Geoff Kravitz

No members of the public present

Meeting convened at 2:12 PM

Keep December 5<sup>th</sup> meeting to discuss what materials will be made available to the council and who will be addressing the group, if any. First reading tends to have the most substantive discussions. As of the 16<sup>th</sup>, will have received a revised final report, response to questions, crosswalk. Maybe describe the process, how we got to the final product, the consideration given. This is to tee up the council to move forward, a good start. Perhaps provide a single slide showing an outline of the process.

When will the committee dissolve? Likely January 6<sup>th</sup>, with the second reading, a motion can be made to dissolve the committee. The GOL committee voted that this document would not be reviewed by that committee.

Review of final draft, decisions:

Section 1.1 General bylaw interpretive guidance: use the term alphanumeric instead of numbering, added paragraph N regarding other applicable statutes.

Special Board of Appeals: use Ch.41 §81Z as a statutory reference. The functions under §81Z can be assigned to the Zoning Board of Appeals. Retain Section 3.2 as it's necessary to allow the Zoning Board of Appeals to act as the special board of appeals for subdivisions.

Section 3.5 CPAC: drop the requirement for a clerk, just elect a chair.

Still need to find the Trust Document filing information from the Planning Department.

Section 3.44 TIF bylaw restored, per the Committee's reconsideration.

Special Acts and Local Option Statutes: possible typo in the Charter, reference to Ch. 455 of the Acts of 1973 but that act doesn't exist, instead there is Ch 455 of the Acts of 1983. Kravitz will check his notes and ask Mandy Jo Hannike if she has a record of it. Not a substantive issue. The lists will be not be provided in the report but made available is requested.

Future considerations document was reviewed, the following exceptions were noted:

Section 2.4 Personnel bylaw: add reminder that the EEO language is inconsistent between the personnel bylaw and the human right bylaw. Need a future review to ensure that there is consistent language across all the bylaw

Removed sentence from section regarding firearms, as it appears in another document to be submitted to the council

Section 3.10 Limits on Recreational Marijuana Retail Establishment: clarified language regarding deletion of the preamble.

Memo regarding other responses, reviewed by committee:

Decisions: Noted the need for consistency in word choice throughout the bylaws, particularly those in bylaws regulating protected classes. Reordered the response to a question regarding the Board of Licensing Commissioners setting fees in general and for gasoline storage in particular.

Special Act List: add a brief paragraph explaining how to read the list, description of the color coding, these and Accepted Statute are not part of the vote on adopting the general bylaws. Remove the color coding and substitute check boxes.

For any minutes outstanding once committee dissolves, decision: The Chair will approve any outstanding sets of minutes.

Time of adjournment not recorded.

Respectfully submitted,  
Bernie Kubiak, Clerk

Documents referred to:  
Draft bylaws 8C  
Draft Future Considerations document  
Draft memo responding to other concerns raised by councilors