



# TOWN OF FAIRFAX

## STAFF REPORT

### May 1, 2019

**TO:** Mayor and Town Council

**FROM:** Ben Berto, Director of Planning and Building Services  
Garrett Toy, Town Manager

**SUBJECT:** Introduce and read by title only an ordinance entitled "An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 17.008 ('Definitions'), Chapter 17.016 ('Nonconforming Uses and Structures'), and Chapter 17.136 ('Floor Area'), of the Fairfax Municipal Code, Title 17 ('Zoning'), to Limit Maximum Floor Area for Single Family Residential and Duplex Properties and to Revise the Standard for Determining Whether a Legal Nonconforming Structure Is More than 50% Destroyed." CEQA exempt per CEQA Guidelines Sections 15060(c)(2), 15061(b)(3), and 15302.

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#### **RECOMMENDATION**

- 1) Conduct Public Hearing.
- 2) Introduce and read by title only an ordinance entitled "An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 17.008 ('Definitions'), Chapter 17.016 ('Nonconforming Uses and Structures'), and Chapter 17.136 ('Floor Area'), of the Fairfax Municipal Code, Title 17 ('Zoning'), to Limit Maximum Floor Area for Single Family Residential and Duplex Properties and to Revise the Standard for Determining Whether a Legal Nonconforming Structure Is More than 50% Destroyed."

#### **BACKGROUND**

A Council goal for the last two years has been to amend the zoning code to reduce maximum home size. In April 2018, the Council referred this topic to the Planning Commission for consideration. The Planning Commission (PC) conducted five meetings in 2018, but was ultimately unable to reach a consensus on whether or how to change maximum house size regulations. The PC did recommend excluding the area of only one 120-square foot accessory building, and deleting 'green building' additional square footage provisions.

The Town Council considered maximum house size reductions commencing on December 5, 2018, and also on February 5, 2019. At the February meeting, the Council directed staff to return with ordinance changes that reduced maximum single family residential floor area to 3,500 square feet, and address issues such as non-conforming properties and green building provisions.

Proposed regulations were briefly discussed by the Council at their April 3rd meeting, and continued to the April 23 special meeting.

#### **DISCUSSION**

At its April 23<sup>rd</sup> meeting, the Council provided the following direction regarding maximum floor area limits:

- 1) Establish a 3,500 square foot maximum floor area limit for any (i.e., new and existing) single-family residential and duplex properties.

The current zoning ordinance lists the maximum floor area of a residence at 5,000 square feet. This includes accessory structures, except garage space in the amounts of 500 square feet for single family residences and 800 square feet for duplexes, per the definition of "Floor Area."

The proposed ordinance would reduce the cap on total structural square footage on single-family and duplex properties to 3,500 square feet, excluding garages (current limits), an accessory dwelling unit (per state law) and one accessory structure (120 square feet or less and featuring no utilities).

- 2) Existing developed properties with legally established square footage in excess of 3,500 square feet are specifically not deemed a "non-conforming" structure, per Section 17.136.040(A).

At its April 23<sup>rd</sup> meeting, the majority of the Council seem to support the following approaches for handling voluntary and involuntary destruction/remodel of a home regardless of size.

- a) In the event of an *involuntary* destruction, which damages 50% or more, of any home, owners would be allowed to replace/rebuild to their existing square footage. These homes would NOT be required to meet current zoning regulations for any previous existing, legal non-conformities, but they cannot increase any zoning nonconformity of the original structure (Section 17.136.040 B & F). However, improvements located in the public right-of-way will require owners to request approval from the Town. The Town should maintain its authority to address improvements in the public right-of-way. State law requires all reconstructed/rebuilt homes to meet current building, electrical, plumbing and fire code.
- b) In the event of a *voluntary* demolition/remodel, which is 50% or more, of a home greater than 3,500 sq. ft., owners would be allowed to replace/rebuild to their existing square footage. However, these homes would be required to meet current zoning regulations. Owners would be required to apply for a variance and/or exception, subject to PC approval, for any previous existing, legal non-conformities. State law requires all reconstructed/rebuilt homes to meet current building, electrical, plumbing and fire code.
- c) In the event of an involuntary or voluntary destruction/demolition, which is 50% or less, of any home, owners with legally-constructed floor area, can alter, demolish, and replace that floor area one-for-one without having to address any zoning non-conformities (e.g. parking, height, setbacks). However, owners cannot increase any zoning nonconformity of the original structure

3) Added “Floor Area Exception Process”

The majority of the Council expressed interest in adding a provision to allow an exception for lots larger than one acre. We incorporated the language from the old Section 17.136.040 and changed it to an “exception” process. Under the regular variance process, it would be difficult to make the findings to allow a larger development on a large lot.

4) Other Revisions

- a) One accessory structure of 120 square feet or less is proposed to be exempted from the proposed 3,500 square foot cap. Furthermore, the accessory structure could not have any utilities (e.g., water, electricity), i.e., a true storage shed, in order to not be counted.

The Council agreed with the Planning Commission recommendation. The proposed code would not limit a person from having more than one accessory structure. Instead, it would clarify that the area of more than one accessory building, and the area of any accessory building of greater than 120 square feet, is included in, and counted towards the 3,500 square foot floor area cap.

- b. The current uncounted exemptions from the floor area limit – the first 500 square feet of a single family residence garage, and 800 square feet of garage area for a duplex – would remain.

The Council agreed with the Planning Commission recommendation that there is no compelling reason to change the current exemptions from countable floor area (and the proposed floor area limit) for the garage areas listed. These exemptions are simply being moved from the zoning definitions (Ch. 17.008) to the floor area regulations (Ch. 17.136).

- c. Eliminate the current “Green Building Technologies” code provisions contained in §17.136.040 that allow up to a ten percent increase in floor area ratio

The Council agreed with the PC that the Fairfax “Green Building Technologies” incentives are no longer necessary.

- d. ADU's are not subject to the maximum floor area limit of 3,500 sq. ft. but are subject to the Floor Area Ratio.

The Council agreed to maintain this cause. Due to changes in State Law, the Council will be considering other revisions to the ADU's ordinance in the future.

- 5) Chapter 17.016 “NON-CONFORMING USES AND STRUCTURES” should be amended to provide more clarity and make it easier to apply.

The Council agreed that the PC should be directed to review and amend Chapter 17.016 with the goal of making it easier to understand and apply as well as eliminate any punitive or unenforceable standards. Rather than try to incorporate piece-meal revisions into this ordinance, the Council prefers a more comprehensive approach to revising the Chapter 17.016 "NON-CONFORMING USES AND STRUCTURES." However, the Council agreed with staff requests that Section 17.016.070(C) be immediately eliminated due to the confusion created by having two different standards for determining when a legal nonconforming structure is more than 50% destroyed. Section 17.016.070, subsection (A) measures 50% destruction based on what floor area is "affected," while subsection (C) measures 50% destruction based on cost of restoration.

### **CONCLUSION**

The proposed Fairfax Code changes will, if adopted as currently proposed, reduce the allowable floor area on single-family and duplex residential properties to 3,500 square feet. The ordinance specifically states that existing structures larger than 3,500 sq. ft. are not considered non-conforming units.

### **CEQA**

Adoption of the proposed Ordinance is exempt from the California Environmental Quality Act ("CEQA"). This Ordinance reduces the size limit for new single family residences and duplexes, which will thereby reduce residential energy consumption and visual impacts as compared to larger homes, and smaller building footprints will also reduce runoff, erosion, vegetative removal. Therefore, it can be seen with certainty that the adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. Accordingly, the proposed Ordinance is exempt from further environmental review pursuant to CEQA Guidelines Section 15060(c)(2) (the activity is not a project as defined by Section 15378) and Section 15061(b)(3) (common sense exemption). In addition, the Ordinance permits the replacement and reconstruction of existing structures on the same site and with substantially the same purpose and capacity, and is therefore also exempt pursuant to CEQA Guidelines Section 15302.

### **ATTACHMENT**

Ordinance with redline revisions

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AMENDING CHAPTER 17.008 ('DEFINITIONS'), CHAPTER 17.016  
( 'NONCONFORMING USES AND STRUCTURES'), AND CHAPTER 17.136 ('FLOOR  
AREA'), OF THE FAIRFAX MUNICIPAL CODE, TITLE 17 ('ZONING'),  
TO LIMIT MAXIMUM FLOOR AREA FOR  
SINGLE FAMILY RESIDENTIAL AND DUPLEX PROPERTIES AND TO REVISE THE  
STANDARD FOR DETERMINING WHETHER A LEGAL NONCONFORMING  
STRUCTURE IS MORE THAN 50% DESTROYED**

**WHEREAS**, the Town Council finds and determines as follows:

- 1) The small town residential character of Fairfax consists of typically small, modest homes. According to the County Assessor's records, Approximately 2,557 of the 2,599 single family dwelling and duplex structures in Fairfax are less than 3,500 square feet. Only 42 single family dwellings or duplexes appear to be 3,500 square feet or larger in size.
- 2) Increases in the size of residences would adversely affect Fairfax's small town character.
- 3) Larger homes generally increase energy consumption, carbon footprint, and have the potential to cause proportionally larger negative environmental impacts, such as runoff, erosion, and additional vegetative removal, as compared to smaller homes. Further, larger homes tend to result in greater visual impacts to nearby residences, neighborhoods, and the Town.
- 4) The purpose of this Ordinance is to update the Town's Municipal Code to reduce the maximum allowable size of single family residences and duplexes in order to conform to and preserve the existing size and scale of the Town's residential properties.

**WHEREAS**, adoption of this Ordinance is consistent with the Town's General Plan, which provides goals, policies, and programs to preserve the environment and retain protect Fairfax's small-town character, aesthetics and environmental characteristics while also allowing for residential development. By reducing the maximum allowable size of single family residential and duplex properties from 5,000 square feet to 3,500 square feet, the proposed Ordinance would preserve Fairfax's small-town character and promote environmentally sustainable residential development patterns. Specifically, the proposed Ordinance is consistent with the following General Plan goals, objectives and policies:

- 1) GOAL LU-7: Preserve community and neighborhood character.

- 2) Objective LU-7.1: Preserve and enhance the community's small-town scale and character.
- 3) Policy LU-7.1.5: New and renewed residential development shall preserve and enhance the existing character of the Town's neighborhoods in diversity, architectural character, size and mass.
- 4) Policy LU-7.1.6: New and renewed residential development outside of the Town Center Area should be compatible with, and subordinate to, the topography, wildlife corridors and habitat, natural vegetation pattern, hydrology, and geotechnical characteristics of the area.
- 5) Objective LU-7.2: Preserve, maintain, and enhance in a sustainable manner, the existing character, scale, and quality of life in Fairfax's residential neighborhoods.
- 6) Policy LU-7.2.1: New and renewed development shall be compatible with the general character and scale of structures in the vicinity.
- 7) Objective LU-1.1: Limit development to preserve and enhance the community's unique natural and scenic resources.
- 8) Policy LU-1.2.3: New and renewed development shall be designed and located so as to minimize the visual mass. The Town will require exterior materials and colors that blend the exterior appearance of structures with the surrounding natural landscape, allowing for architectural diversity; and

**WHEREAS**, the Town Council directed the Planning Commission to consider zoning amendments to reduce maximum house size on May 2, 2018; and

**WHEREAS**, the Planning Commission considered the proposal whether to reduce maximum house size on May 17, June 21, July 19, and September 20, 2018, but failed to adopt a resolution making findings and a recommendation on the matter within 40 days after the conclusion of the public hearing and therefore is deemed to have approved the proposed amendment pursuant to California Government Code Section 65853 and Town Code Section 17.004.110; and

**WHEREAS**, the Town Council has conducted a duly-noticed public meetings on December 5, 2018 and February 6, 2019 to consider reducing maximum house size, and held a public hearing on April 3 and April 23, 2019, heard the presentation of a staff report, and received public comment on the matter; and

**NOW, THEREFORE**, the Town Council of the Town of Fairfax does ordain as follows:

**Section 1.** Section 17.008.020 ("DEFINITIONS") of the Fairfax Municipal Code, Chapter 17.008 ("Definitions"), is hereby amended to revise and restate the definitions of "Floor Area" and "Floor Area Ratio" and to repeal the definition of "Maximum Floor Area" as shown in underline/strikeout as follows:

~~FLOOR AREA. The total area of all floors in all buildings, including accessory structures, on a lot as measured to the outside surface of exterior walls or to the centerline of common walls. The FLOOR AREA excludes any crawl space, basement area, attic without floor, and any open porch, deck, balcony or terrace. [Refer to Chapter 17.136 for floor area restrictions pertaining to single family residential and duplex properties.] Of single family residences and duplexes, the sum of all interior floor area measured from the exterior faces of the exterior walls. The FLOOR AREA of any accessory structures on the same lot shall be included. The FLOOR AREA of any garage in excess of 500 square feet in size for single family residences and 800 square feet for duplexes shall also be included. Any basement area, as defined herein, is not included.~~

~~FLOOR-AREA RATIO, SINGLE FAMILY RESIDENCES AND DUPLEXES. The floor area, as defined above, of any single family residence or duplex a building or buildings on a lot divided by the area of the lot. [Refer to Chapter 17.136 for floor area ratio restrictions pertaining to single family residential and duplex properties.]~~

~~MAXIMUM FLOOR AREA. For single family residences and duplexes, can be of a ratio no greater than 0.40 relative to the size of the lot where the structure is located. The MAXIMUM FLOOR AREA of single family residences or duplexes will not exceed 5,000 square feet for any lot regardless of lot size, based on the area shown on the Marin County Assessor's map.~~

All other definitions set forth in Section 17.008.020 shall remain in full force and effect.

**Section 2.** Chapter 17.136, entitled "FLOOR AREA" of the Fairfax Municipal Code is hereby amended and restated to read as shown in underline/strikeout as follows:

§ 17.136.010 PURPOSE.

(A) It is the purpose of this Chapter to impose a maximum limit for the floor area of single-family residences and duplexes properties.

(B) It is the intent of this chapter to accomplish the following:

(1) To preserve the quality of life and small town and rural character in the neighborhoods of Fairfax by limiting the size of new or renovated residences. The size limitation shall be based upon a ratio between the floor area of residential structures and building lot size. The establishment of an overall maximum limit on floor area size of ~~5,000~~ 3,500 square feet for any residential structure shall serve to ensure the continuity and ecological sustainability of residential development in Fairfax.

(2) To limit negative environmental impacts from the development of new residential structures or expansion of existing residential structures through the establishment of a uniform standard limiting the size of residential structures

on a lot; ~~(Variances related to the implementation of green building technologies and the use of permeable surface materials, further encourages the development or redevelopment of ecologically sustainable residential structures in Fairfax.)~~

(3) Provide a standard that serves to protect property values through the preservation of views, neighborhood character, scenic resources and environmental quality;

(4) Ensure that property owners can adequately develop or re-develop their properties for residential uses in a manner that correlates with lot size and the overall level of potential negative impacts on or off-site; and

(5) Minimize water runoff and soil erosion problems during and after construction.

#### § 17.136.020 GENERALLY.

The general requirements and regulations set forth in this title shall be subject to the specific modifications and interpretations set forth in this chapter.

#### § 17.136.030 MAXIMUM FLOOR AREA AND FLOOR AREA RATIO.

(A) The maximum floor area ratio for any lot containing a single family residences or duplexes shall be no greater than 0.40 for any lot, excluding 500 square feet of garage space for a single-family residence or 800 square feet of garage space for a duplex, as applicable.

(B) The maximum floor area for any lot containing of a single-family residences or duplexes shall not exceed 3,500 square feet regardless of lot size. The maximum floor area limit shall exclude the floor area of (1) one accessory structure containing 120 square feet or less and featuring no utilities; and (2) 500 square feet of garage space for a single-family residence or 800 square feet of garage space for a duplex, as applicable, and (3) one accessory dwelling unit pursuant to Chapter 17.048. will be limited by a maximum floor area limitation not to exceed 5,000 square feet for any lot regardless of lot size, based upon the area of a map as defined on the Assessor's Map provided by the County of Marin Tax Assessor's Office.

#### § 17.136.040—EXISTING STRUCTURES.

(A) Any single family residential or duplex property whose legally-established floor area exceeds the maximum floor area limit in Section 17.136.030(B) as of June 1, 2019, shall not be deemed a legal non-conforming structure solely based on floor area.

(B) If any structure on a property specified in subsection (A) is involuntarily destroyed by fire or other calamity, by act of God or by the public enemy, to a greater extent than fifty (50) percent, such structure may be rebuilt and reconstructed in kind with the same floor area, provided there is no increase in any nonconformity of the original structure and shall not be required to comply with § 17.016.070(B) except with respect to improvements located in the public right of way.

(C) If any structure on a property specified in subsection (A) is voluntarily altered, remodeled, reconstructed or demolished to a greater extent than fifty



(50) percent, such structure may be rebuilt or reconstructed with the same floor area, but otherwise in full conformity with the requirements of Title 17 (Zoning).

(D) Any structure on a property specified in subsection (A) may be voluntarily altered, remodeled, reconstructed or demolished to an extent of fifty (50) percent or less, provided that the alteration, construction, or reconstruction of the structure shall not increase the existing, legally-established floor area.

(E) The limitations in Section shall not apply to the construction of one (1) accessory dwelling unit per lot in conformance with Chapter 17.048.

(F) If any single family residential or duplex property containing less than the maximum floor area stated in Section 17.136.030(B) is involuntarily destroyed by fire or other calamity, by act of God or by the public enemy, to a greater extent than fifty (50) percent, such structure may be rebuilt and reconstructed in kind with the same floor area, provided there is no increase in any nonconformity of the original structure and shall not be required to comply with § 17.016.070(B) except with respect to improvements located in the public right of way.

(G) Evidence of the floor area and existing legal nonconformities of the existing structure(s) shall be based on floor plans of record retained at the Fairfax Department of Planning and Building Services or other evidence reviewed and approved by the Director of the Department of Planning and Building Services. The extent of destruction, alteration or reconstruction of any structure, shall be determined in accordance with § 17.016.040(B),

§ 17.136.050— FLOOR AREA EXCEPTION PROCESS. § 17.136.040— VARIANCES.

An exception A variance to the maximum floor area requirement may be granted to prevent or minimize inconsistencies with the floor area ratio of adjacent or neighboring properties, and to assist with the provision of adequate off-street parking, or if the lot is one acre or greater in size or when no significant increase in building bulk results; provided that, the granting of such an exception would not be a grant of special privilege or be inconsistent with the intent of the General Plan or the Zoning Ordinance. Granting of an exception variance requires the review and approval of the Planning Commission. Variances An exception that meets all of the above conditions may be granted by the Planning Commission, but provided the total floor area shall not exceed 5,000 square feet per property the maximum floor area ratio for a given property by more than ten percentage points.

(B) Variances related to the implementation of “Green Building Technologies” and based upon the current town green points application may be granted by the Planning Commission. The town’s Green Points Application shall be updated on an as needed basis by the Fairfax Department of Planning and Building Services. Green Building related variances are incentive based intended to encourage the protection of environmental resources. As such any increase in square footage

~~beyond the maximum FAR for a given property is at the discretion of the Planning Commission.~~

~~—(C) One point may be granted to a project for each Green Building category, with each green point being equal to a floor area percentage of 0.01. Green Building variances shall not exceed the maximum floor area ratio for a given property by more than ten percentage points. Examples of Green Building Technologies are as follows:~~

~~—(1) An exceptional incorporation of passive solar design;~~

~~—(2) An exceptional incorporation of a photovoltaic system; (A system that produces 75 percent of a residence's energy needs or that achieves ten percent energy savings above Title 24 requirements.)~~

~~—(3) A significant incorporation of recycled or energy efficient "Green" Building materials including, but not limited to the following:~~

~~—(a) Foundation materials;~~

~~—(b) Framing materials;~~

~~—(c) Siding materials;~~

~~—(d) Roofing materials;~~

~~—(e) Sheathing materials;~~

~~—(f) Window glazings;~~

~~—(g) Paints;~~

~~—(h) Insulation;~~

~~—(i) Flooring materials;~~

~~—(j) Counter materials; and~~

~~—(k) Other material reviewed and approved by the Fairfax Department of Planning and Building Services.~~

~~—(4) Use of permeable surface materials.~~

~~—(D) A variance and Green Building related variance can be applied for, and granted simultaneously at the discretion of the Planning Commission. However, the maximum floor area ratio for a given property may not be exceeded by more than 15 percentage points if both a hardship variance and a green building variance are granted simultaneously.~~

**Section 3.** Section 17.016.070 ("RESTORATION OF A DAMAGED STRUCTURE") of Fairfax Municipal Code, Chapter 17.016 ("NON-CONFORMING USES AND STRUCTURES"), is hereby amended to read as follows as shown in underline/strikeout:

**§ 17.016.070 RESTORATION OF A DAMAGED STRUCTURE.**

(A) Whenever a structure, the use of which does not conform with the regulations for the district in which it is located, or a structure which does not comply with the standards of coverage, floor area, front yard, side yards, rear yard, height of structures or distances between structures prescribed in the regulations for the district in which the structure is located, is destroyed by fire or other calamity, or by act of God or by the public enemy, to the extent of 50 percent or less, as defined in § 17.016.040(B), the structure may be restored and the non-conforming use may be resumed, provided that restoration is started

within one year, or other time period required by law, and diligently pursued to completion.

(B) (1) Whenever a structure, the use of which does not conform with the regulations for the district in which it is located, or structure which does not comply with the standards of coverage, floor area, front yard, side yards, rear yard, height of structures or distances between structures prescribed in the regulations for the district in which the structure is located, is destroyed by fire or other calamity, or by act of God or by the public enemy, to a greater extent than 50 percent as defined in § 17.016.040(B), or is voluntarily razed or required by law to be razed, the structure shall not be restored in a manner that would increase the non-conformity relative to the previously existing structure and the restoration must be in conformity with the requirements of Title 17, the Zoning Ordinance, to the greatest extent possible.

(2) Any discrepancy relative to conformity requires the approval by the Planning Commission.

(3) Evidence of the status of the previously existing structure shall be based on floor plans of record retained at the Fairfax Department of Planning and Building Services or other evidence reviewed and approved by the Director of the Department of Planning and Building Services.

~~(C) The extent of damage or partial destruction shall be based upon the ratio of the estimated cost of restoring the structure to its condition prior to the damage or partial destruction, to the estimated cost of duplicating the entire structure as it existed prior thereto. Estimates for this purpose shall be made by or shall be reviewed and approved by the Planning Director.~~

**Section 4. CEQA.** Adoption of the proposed Ordinance is exempt from the California Environmental Quality Act ("CEQA"). This Ordinance reduces the size limit for new single family residences and duplexes, which will thereby reduce residential energy consumption and visual impacts as compared to larger homes, and smaller building footprints will also reduce runoff, erosion, vegetative removal. Therefore, it can be seen with certainty that the adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. Accordingly, the proposed Ordinance is exempt from further environmental review pursuant to CEQA Guidelines Section 15060(c)(2) (the activity is not a project as defined by Section 15378) and Section 15061(b)(3) (common sense exemption). In addition, the Ordinance permits the replacement and reconstruction of existing structures on the same site and with substantially the same purpose and capacity, and is therefore also exempt pursuant to CEQA Guidelines Section 15302.

**Section 5. Severability.** If any section, subsection, sentence, clause, phrase, or word of this Ordinance is, for any reason, deemed or held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or preempted by legislative enactment, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The Town Council of the Town of Fairfax hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or word thereof, regardless of the fact that any one or more

sections, subsections, clauses, phrases, or word might subsequently be declared invalid or unconstitutional or preempted by subsequent legislation; and

**Section 6. Effective Date and Posting.** This Ordinance shall become effective 30 days following its adoption by the Town Council. Copies of this Ordinance shall, within fifteen days after its passage and adoption, be posted in three public places in the Town of Fairfax, to wit: 1. Bulletin Board, Town Hall Offices; 2. Bulletin Board, Fairfax Post Office; 3. Bulletin Board, Fairfax Women's Club building.

The foregoing Ordinance was introduced at a regular meeting of the Town Council of the Town of Fairfax on the \_\_\_ day of May 2019, and duly adopted at the next regular meeting of the Town Council on the \_\_\_ day of \_\_\_\_\_, 2019, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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BARBARA COLER, Mayor

**ATTEST:**

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Michele Gardner, Town Clerk