



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: July 18, 2019

RE: Municipal Code Revisions Discussion

DISCUSSION:

Staff has heard some requests for additions/revisions to the Foxfield Municipal Code. In addition, there are several minor corrections that need to be made. As staff begins this project to review and revise the code, we are seeking input from the Board for any additional suggestions that are not currently on the attached list.

ATTACHMENTS:

Exhibit A – List of suggested revisions to the Foxfield Municipal Code

Suggested Code Changes

1. Legacy Buildings
2. Off Highway Vehicle
 - a. Allow on road, not on trails
3. Code violation notice timing
 - a. Policy revised to 21 days for 1st notice and 14 days for final notice. Remove 2nd notice.
4. Liquor License Fees
 - a. Remove fees and reference fee schedule
 - b. Remove 3.2 beer license section
5. Accessory Structure Square Footage Permit Requirement
 - a. Match to IBC 2015 of 200 sq. ft or more to require a permit
6. Zoning code, Chapter 16, variance and appeals
 - a. Revise to be more clear
 - b. Recover expenses incurred by the Town
7. Add Open Space Fund in Revenue & Finance