

**GTF: Ordinance and Policy Sub-Task Force Meeting Minutes**  
**Thursday, October 13, 2022**

Attendees: John Scheflen, Kate Threefoot and Bev Clendening  
Meeting was called to order at 7:45

The committee reviewed the Status Report for work on Ordinances. Ordinances #1-4, 10 are complete. Ordinances 5-8, 11 and 12 are ready for review by the Full GTF. Ordinances 9, 13-15 are in process. Bev will resend the Status Report and Ordinances #5, 7, 8 and 11 to members of the full GTF for review at the meeting on October 27. Ordinances 6 will be held because Kate will be out-of-town for the October 27 meeting.

**Ordinance #14 – ADUs.**

There was a one-time process to establish ADUs within the Village. Arden's ADU policy differs from the ADU policy for New Castle County. Ordinance #14 established the details of the procedure for establishing ADU prior to May 2007. Ordinance #14 states that after May 2007, the process for Arden is the same as NCC. Most of the ordinance is now irrelevant. A revised ordinance might read that new ADUs will need Trustee and Village approval and must follow the procedures specified by NCC. John brought up the absence of a process for decertification. Decertification would require confirmation (presumably an inspection) to confirm that a space is not being used as an ADU. This may be a problem, particularly for internal ADUs which has been modified and no longer meet the definition of an ADU. The County probably has a process for decertification. Decertification is important because there are a set number of ADUs and if an ADU is no longer being used as such it prevents others from having one.

**Ordinance #13 – Off-Street Parking.** Ordinance Section 4 is vague and should be defined. Section 5 deals with enforcement. Safety Committee is charged with enforcement. The ordinance should state that the Safety Committee may adopt policies for enforcement. Presumably, enforcement is currently by complaint. Should this be stated? Section 6 deals with exemptions. There are no current exemptions.

Ordinance # 13 and 14 will be made ready for the November full GTF meeting.

**Ordinance # 9 – Mini-bikes.** The ordinance basically follows State Law. Probable recommendations will be for repeal as there is no need for this Ordinance.

Safety Committee should be sent a package with all Ordinances that they enforce to let them know what our preliminary recommendations are and to ask for feedback. We will also ask if the committee is planning to create any policies related to these Ordinances.

We will also send a copy of Ordinance #11 to the Safety and Civic Committees notifying them that the preliminary recommendation is to involve the Civic Committee. Feedback will be requested.

The Survey about Policies which is to be sent to all committees will be shared with the full GTF. This should be prioritized for the next GTF meeting.

Community Planning has a role in exceptions for off street parking. Recommendation regarding Ordinance #13 will be sent to Community Planning.

Kate sent a notice about Ordinance #3 – Excavations to Steve Benigni. Kate also noted that new leaseholders should be given a copy of the Excavation policy. Registration Committee has a booklet for new residents; the policy should be included in this booklet. The GTF may want to create an updated welcome packet.

Kate has reviewed policies for Budget Committee, Buzz Ware and Playground. Budget has a lot of “stuff” including policies. BWVC has very little information in the Web Page. Playground has no minutes past 2020.

This begs the question about the accountability of Committees. Should there be stated expectation for committees. Do we want to recommend something like an Audit committee for committee “best practices.” Perhaps a policy stating the expectations of minimum standards of performance for committees. All committees presumably have key documents which should be retrievable. It is possible that Sunshine Laws include the requirement for publishing minutes. Kate will investigate this.

Meeting adjourned at 8:51.