

Town of Brunswick, Maine Shelter Housing Task Force

Background. Recently, the Town, supported by an opinion from the Town Attorney, determined that the Brunswick Zoning Ordinance did not define shelter housing. In response to the inadequacies of the Zoning Ordinance, the Town Council adopted an emergency moratorium on the location of new shelters in Brunswick. A moratorium gives the Town time to craft amendments to the Zoning Ordinance to define shelters, specify where shelters may be located and add any operating performance standards deemed appropriate for the shelter use.

Task Force. In order to develop zoning and other regulations relating to the location and operation of emergency shelters, the Town Council establishes a task force of three (3) Councilors, to be appointed by the Chair:

Task Force Responsibilities. The task force shall be responsible for the following:

Review the Town's comprehensive plan, municipal zoning ordinances, best practices, and applicable laws and regulations to:

- Develop definitions of shelter housing.
- Determine appropriate zones for the location of shelter housing.
- Develop performance standards and other appropriate regulations to govern the operation of shelters.

In developing its recommendations, the task force shall consider:

- Compliance with the Town's Comprehensive Plan.
- Impact on established neighborhoods.
- Appropriate size and scale of shelters and type of housing provided (i.e. single, family, etc.), and whether the shelter is a single-use or mixed-use facility.
- Total shelter beds available in Brunswick and number of clients that can be accommodated.
- Impact on public services (i.e. police, fire, rescue, schools, etc.).
- Proximity to existing services and the availability of public transportation.
- Any other items that come to the attention of the task force through the course of its activities.

The task force is authorized to exercise its discretion in completing its assignment. To that end, it may:

- Enlist the services of the Town Attorney and others who provide contract services.
- Seek input from stakeholders and others it deems appropriate.
- Take other actions the task force deems appropriate.
- Consult with the Department of Planning and Development, and the Planning Board in the development of its recommendations.

Staff to Task Force. The task force shall be staffed by the Town Manager or his designee. Staff shall be responsible for providing for the administration of the affairs of the committee, including

preparing agendas and minutes, posting public meetings, handling correspondence, and maintaining all official records.

Meeting Notice and Conduct. Notice of the meetings shall be provided, and the meetings conducted, in accordance with Maine law, 1 M.R.S.A. § 401et seq. The task force may establish additional rules to govern the conduct of its meetings.

Funding. The activities of the task force shall be funded from the operating budget of the department of Planning and Development.

Proposed to Town Council: April 17, 2018

Adopted by Town Council: April 17, 2018