

1. A **regular meeting** of the *Deep River Planning and Zoning Commission* held on Thursday, December 15, 2011 at the Deep River Town Hall Auditorium was called to order at 7:32 p.m. Members present: Leigh Balducci, Janet Edgerton, Nancy Fischbach, Jonathan Kastner, Jane Samuels and Alternate David Basilone. Absent: Alternate John Attridge. Also present: Cathie Jefferson (ZEO), Nancy Howard (Recording Secretary). Stella Balducci was also in attendance.

2. **Approval of Minutes:** A motion was made by Nancy Fischbach and seconded by Jane Samuels to approve the minutes of both the regular meeting of November 17, 2011 and the Public Hearing of November 17, 2011. The motion passed with no dissent.

3. **Payment of bills.** Nancy Howard, Clerical Services: 9.25 hours @ \$ 20.85 per hour:: \$ 192.86. Motion by Jan Edgerton, 2nd by Jane Samuels. The motion passed with no dissent.

4. **Correspondence.** There was no correspondence.

Public Business:

5. **Design Advisory Guidelines** Nancy Fischbach offered suggestions for minor changes, which were discussed. Her motion, including the proposed changes, was seconded by Jane Samuels. The motion passed with no dissent.

The approved changes appear below in their entirety:

The Planning & Zoning Commission endorses the September 2011 draft of the Deep River Design Guidelines with the following changes:

1. Process, pg. 2, para. 1: Change "Projects with substantial new construction should be submitted ..." to "It is strongly encouraged that projects with substantial new construction be submitted"

(Comments: this is to ensure no confusion regarding what's mandatory and what is not.)

2. Process, pg. 2, para. 5: Delete "for consideration"

(Comments: this is to avoid misunderstanding regarding DAB reports for properties outside Village districts since design may not be considered in the Commission's deliberations and decision regarding a non-Village application.)

3. Natural and Open Space Resources, pg. 5, Item 4: change "distant landscape vistas" to "scenic vistas"

(Comment: this is seen as more inclusive, some vistas might not be "distant", etc.)

4. Rooflines, pg. 10, item 4: To be deleted in its entirety.

(Comment: this is because zoning regs specifically call for screening for HVAC and similar equipment, even if such screens are false detailing.)

5. Materials, Color and Surface Texture, pg. 10, item 2: To be deleted in its entirety.

(Comment: Since no definition was provided for "naturally durable", it was believed to refer to organic materials such as wood and to preclude the use of vinyl siding or the concrete-type clapboard used for Walgreens. The Commission did not want to limit projects to wood.)

6. Signs & Lighting, pg. 11: Add the following guideline
Directory signs should have a unified/coordinated appearance.

7. Appendix: The Advisory Process, pg. 13, Step 1: Add "and the Zoning Enforcement Officer" to title. Add second paragraph as follows: Applicant should also meet with Zoning Enforcement Officer to ensure compliance with regulations and avoid conflicts between DAB recommendations and regulations.

(end of motion)

(Nancy Fischbach excused herself from the remainder of the meeting)

6. Audience. There were no comments from the audience,

7. Election of Officers. Jane Samuels moved that the present officers continue in their positions. Second by David Basilone and, there being no objections, the motion passed unanimously.

6. Reports: (a) Z.E.O: Report Attached. (b) Attorney: No report. (c) Engineer: No report. (d) Planning: No report. (e) Regulations Committee: No report. (f) Chairman: No report.

9. Any other business proper to come before this meeting. There was no other business.

10. Executive Session regarding pending litigation. No new developments, Session cancelled.

11. Adjournment. Jane Samuels moved, Jan Edgerton 2nd, to adjourn at 8:10 p.m.

Respectfully submitted, Jonathan Kastner, Chairman