

**Planning & Zoning Commission  
Regulations Committee - Village District Sub-Committee  
Minutes – December 14, 2009**

Present: Nancy Fischbach, Cathie Jefferson, Jane Samuels

Absent: Torrance Downes, Janet Edgerton, Peter Howard

The Village District Sub-Committee meeting convened at 3:30 pm in the small meeting room at Town Hall. It was noted that no meeting had been held in November.

The committee continued its planning for the Focus Group sessions. Cathie reviewed her list of possible residential invitees noting that she included those individuals whom she believed were “involved” and would come. She did not include those known to be rental owners, tenants, the infirm, part-timers, or who would otherwise have difficulty making the meeting.

It was agreed that invitations would go to one from each street, starting with the first name on the first street listed, the second name on the second street listed, the third name on the third street listed, etc., to ensure a randomness to the invitations. As soon as a “no” is received from a street, the next person on the list for that street would be invited.

The invitation letter will set forth that agenda will include a half hour presentation of the Village District concept followed by Q&A and discussion, noting that it will be a “conversation” more like a round table than a formal meeting. (Guests will sit in a circle with name tags to encourage the discussion.)

For the meeting itself, Nancy would act as the moderator and would thank all of those who have served on the committee at any point, listing them each.. Then, five minutes or less would go to

Torrance: overview of Village District and enabling statute

Jane: introduction of Village District in Deep River and its mention in Town Plan, that the Village District Committee is representing the Planning & Zoning Commission, to whom this committee reported monthly.

Peter: aesthetic goals, as noted in 1/10/08 minutes: “DR is not Colonial, but eclectic, containing fine examples from several eras, including Victorian.

Janet: Reminder that concept before them is a proposal for which we are looking for input before finalizing. Also to provide explanation how Village District designation allows for review and management, but does not include restrictions as in a historic district

Nancy: review of changes to uses permitted from current

Cathie: review of proposed zone boundaries and variations thereof, and lot requirement/bulk change proposals.

It was agreed that we would not send out information in advance as it could not be complete and thus might result in misinformation being circulated. It was agreed, however, that some type of questionnaire could be used for follow-up, including “is there anything we have missed which you believe should be addressed”.

Nancy will prepare comparison charts.

The first Focus Group will be that of boards and commissions, as listed in minutes of 9/14 plus the newly formed Design Advisory Committee, since these people will be more interested in the big picture rather than personal impact. The date for the residential and business group will already be determined, and the invitation to the Boards & Commissions groups will list the dates for the other meetings. The guests at the Commercial (to be held second) and the Residential focus groups will be more interested in the effect of the proposal on individual properties.

(Cathie will check that the 10/28/09 minutes were sent to the town's web-site.)

The proposed schedule is now

1/12	Village District Committee meeting: draft materials for focus group, bullet points for speakers (to be circulated by email to whatever extent possible prior to our meeting)
Week of Feb. 22	Boards & Commissions focus group
Week of March 22	Commercial Property Owners focus group
Week of April 19	Residential Property Owners focus group

Rather than the Stone House, it was thought the Library Community Room would be a good meeting location. Nancy will check room availability for the above-listed weeks.

The meeting adjourned at 4:30.

Respectfully submitted,  
Nancy Fischbach

12/21/09