

**Planning & Zoning Commission
Regulations Committee - Village District Sub-Committee
Minutes – January 11, 2010**

Present: Torrance Downes, Nancy Fischbach, Cathie Jefferson

Absent: Janet Edgerton, Peter Howard, Jane Samuels

The Village District Sub-Committee meeting convened at 3:35 pm in the small meeting room at Town Hall.

The committee discussed the State Department of Culture & Tourism grant opportunity which Peter Howard brought to Cathie and Nancy's attention. Peter suggested such grant money could be used to further a historic building inventory he was working on with the Historic Society and the photography club at the high school. Although in agreement that an awareness of historic buildings could help further enactment of Village District regulations, the committee was unclear just how any funds would be used and how timely such funds would be, considering the Village District project is as far along as it is. Furthermore, since neither Nancy nor Cathie would be available to submit the grant application (which might be due January 29), it was determined that these grant funds would not be pursued. It was agreed, however, that a map of the proposed Village Districts on which historic buildings are highlighted would be beneficial; Cathie noted that the necessary information would be noted on the Assessor's Cards.

Nancy distributed the first draft of the invitation letter for the focus groups. Changes were suggested by Cathie and Torrance; Nancy will make the revisions and circulate the letter, with a draft agenda, for final review by the committee prior to the next meeting.

The committee then reviewed the schedule for meetings and the focus groups. Nancy asked for a few changes since she will be away. Cathie advised she is not available on any Tuesday evenings and noted dates when she, too, will be away. The agreed upon schedule is

<u>Originally Scheduled</u>	<u>New Date</u>	<u>Meeting Type</u>
Wed, January 27	Mon., February 1	Regulations (to be used for Village)
Mon., February 8	no change	Village District
Week of Feb. 22	Thu., March 4 (at Library)	Focus Group I (Boards/Commissions)
Wed., February 24	Mon. March 1	Regulations (if needed)
Mon., March 8	no change	Village District
Mon., March 22	new (NF to check Stone Hs.)	Focus Group II (commercial owners)
Wed., March 24	no change	Regulations (if needed)
Mon., April 12	Mon., April 19	Village District
Tue., April 20	Wed., April 21 (at Library)	Focus Group III (residential owners)
Wed., April 28	no change	Regulations, to be used for analysis of Focus Groups
Mon., May 10	no change	Village District

It was also noted that Peter will be away from 1/13 – 2/17; Jane's dates for Puerto Rico were not known.

NOTE: the Jan. 27 meeting will include a review of draft materials for the Focus Groups as well as the outlines of each individual's 5 minute presentation.

Cathie noted the importance that members of P&Z who are not on the Village District Committee attend the meetings. It was agreed the Commission will be filled in with greater detail at the next P&Z meeting so members would be more knowledgeable about the aspects of the proposal should questions be posed to them by residents. It was also agreed that the Focus Groups would be taped to ensure that no one participating is distracted by taking minutes. After the meetings, Cathie, Nancy and any others willing to do so will meet to write up notes using the recordings.

The meeting adjourned at 4:30.

Respectfully submitted,
Nancy Fischbach

01/12/10