

**Planning & Zoning Commission  
Regulations Committee - Village District Sub-Committee  
Minutes – February 8, 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 reviewed preparations for the upcoming focus groups. Nancy will mail the invitation letter for the first group (March 4) to the following boards & commissions: Boards of Selectmen and Finance, Economic Development Commission, Historic Society, Main Street Beautification Committee and Veterans Memorial Green Committee. It was decided that the Merchants' Association and Rotary would be invited to the second group, that of commercial interests. The business letter will be amended accordingly and will invite the owner "or a representative"; this way the property owner might ask his tenant to attend.

It was clarified that the second group would include property owners more than business owners, but some business owners would be included if space permitted. Cathie will redo the proposed invitation list and will include some description for each individual, i.e., owns XYZ building at 123 Main St. She will also include businesses which are off Main St.

The committee reviewed the talking point outlines which Nancy drafted. Nancy noted that she did the outlines merely to get everyone started on theirs. Comments were

I. Introduction: Perhaps Jane will do items 1, 2 and 3, with Nancy then explaining the process.

II. Overview and Statute: no comments

III. Town Plan: This could be added to Intro 1,2, and 3 if Jane's doing them.

IV. Aesthetic Goals: Cathie thought Peter's intention for this section was to explain how the various parties came together to work on the Village District concept and to outline the overall goals of what we were trying to do. It was agreed that he would not mention/discuss the Design Advisory Board.

V. Janet's piece was difficult to define. In Janet's absence, Cathie agreed to draft what she thought Janet wanted to cover and send it on to Janet.

VII. Uses: Nancy will prepare summary handouts. Nancy will get the maps to Ceil to make copies which are large enough to use on a flip chart, probably one size bigger than 11 x 17.

VIII. Maps & Lot Requirements: Cathie will stress how maps presented are all theoretical, that committee is looking for input from Focus Groups to help refine what will be proposed. Nancy will either simplify lot requirement table to include only the Village Districts and the districts which they would replace, or send the table on to Cathie to do it. Nancy has the electronic original.

The Handouts & Displays summary was reviewed and Cathie will prepare with Janet the handout which explains the distinctions of the Village District as compared to a Historic District. Otherwise the summary was complete.

The next meeting is March 1. Since it is only three days before the March 4 Focus Group, all handouts, talking point outlines, etc. must be close to ready. It was agreed that everyone should circulate their materials by email as soon as possible for review and not wait until the March 1 meeting.

The meeting adjourned at 4:40

Respectfully submitted,  
Nancy Fischbach

02/11/10