

**Planning & Zoning Commission  
Regulations Committee - Village District Sub-Committee  
Minutes – January 10, 2011**

Present: Nancy Fischbach, Torrance Downes, Janet Edgerton, Cathie Jefferson, Jane Samuels

Absent: Peter Howard

Guest: Alan Paradis (Design Advisory Board)

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

Torrance handed out the draft text for the Village District regulations, along with a draft Table of Uses. The following changes were discussed:

XA.4 6th line, reword to eliminate “aura”.

XA.4 para 2, 3 and 4, description of Mixed-Use District is to note it's a transition between the Village Commercial and Village Residential Districts and thus contains elements of each.

XA.5.2 Instead of referring to “major” and “minor”, refer to activities meeting the definition of substantial. If not substantial, i.e., minor, no design review is required. If substantial, application is to be for a Site Plan, unless it otherwise is required to be a Special Permit application. (another phrasing: if a Special Permit is not otherwise required, a Site Plan application is required.)

Definition of substantial still undetermined, but there will be a lower threshold for commercial and mixed-use structures, possibly with any change to facade requiring a Site Plan for those uses.

XA.6.1 Again, “substantial” rather than “major” to reflect language of enabling statute. Should cross reference procedures for Site Plan and Special Permit by referring to Sections 9 and 10 of Zoning Regulations.

Application Procedure is to be

1. Meet with ZEO to determine type of permit required
2. Shall have Design Review (with Design Advisory Board or other agent as determined by ZEO/P&Z) prior to formal application. (Cathie to check with counsel regarding pre-app requirement.) (see July 28, 2010 draft of changes to Section 8 for ideas.)
3. Formal application.

XA.6.3 Design review procedure shall be different for pre-app and once formal application has been made. For preliminary design review (pre-application), conceptual drawings, which do not need to be done by a design professional, shall be submitted (7 copies). If a preliminary design review has been conducted, three copies of final drawings will be needed for formal design review, with one copy being a working copy for the review, one copy being a file copy by the reviewer, and one copy coming back to P&Z with the design review report for the formal record. If there was no preliminary design review, more copies of the application drawings would be required. Furthermore, the reviewer, whether the Design Advisory Board or another professional, shall have the right to request additional information, which may be the items listed in the draft.

It should be stated early in the Section that an application shall go for design review prior to formal application in order to facilitate the process. Torrance will also incorporate the existing design elements in the Zoning Regulations, as drafted July 12, 2009, a copy of which was distributed at the meeting.

The meeting adjourned at 5:05. The next Village District meeting is February 7 at 3:30 pm.

Respectfully submitted,  
Nancy Fischbach

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