

**Planning & Zoning Commission  
Regulations Committee - Village District Sub-Committee  
Minutes – March 14, 2011**

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

The Village District Sub-Committee meeting convened at 3:36 pm in the small meeting room at Town Hall.

**1. Review of Draft Regulations**

Draft 3B dated 3/07/11 was reviewed, noting it reflected Fischbach's suggestions added to Draft 3A which had been the output of the last meeting. (Additions added at the meeting are shown in italics, deletions by strikethrough.)

7A.8.2 (4) Any construction *which is visible from a public street or right-of-way and* which adds to a building footprint ...

7A.8.4, para. 1, last line: change "~~large expanses of walls~~" to "*facades*"

7A.8.4, para. 2, 4th line: As one moves ~~further~~ away from that ....

7A.8.4, para. 3, 1st line: Change "~~Victorian~~" to "*period*" to reflect mix of architectural styles

7A.8.4, para. 4: After considerable discussion it was agreed that "buffer" was the appropriate word.

7A.8.6.B.(1)b and (2)b: Change "~~may include a change~~" to "*may include any change*" to better communicate a 25% threshold may not have to be met to trigger a design review.

There was some concern expressed as to a ZEO's understanding of when to refer a project for design review. It was noted a ZEO is familiar with such a process and also knows to consult the Planning & Zoning Commission when uncertain as to the process needed for a particular application. Furthermore, it was noted it would be a part of the training of a ZEO. Downes will use the Zoning Officer list serve to query how the process is handled in those towns with Village Districts, Howard having advised the Design Advisory Board has not found any other town which has a threshold triggering design review, relying on the discretion of the ZEO to determine whether any proposed "reconstruction" is "substantial".

7A.8.6.b(2)b: This shall not be construed to *necessarily* include a change ....

7B.8.7 A.: Change "~~Pre-Application~~" to "*Preliminary Design Review*".

Change "~~preliminary design consultation with the Design Consultant~~" to "*preliminary design review with the Design Consultant*".

Change number of copies of conceptual drawing from 7 to 9 so there is one copy for each member of DAB, should DAB be reviewer, one copy for P&Z file, and one copy for DAB file.

7B.8.7 B, para. 1, line 1: change "~~pre-application review~~" to "*preliminary design review*"

7B.8.7 b, para. 2: After "for the formal application record." add "*If a preliminary design review has not been conducted, ten (10) copies of final design drawings shall be submitted with the formal application for review by the Design Consultant and the Commission.*"

7B.8.8.B. change "~~thirty-five (35) days~~" to "*twenty-eight (28) days*" to ensure design review report is received by Planning and Zoning Commission by its next regular meeting to ensure prompt determination on the application. P&Z regular meetings are often only four weeks apart from each other and since none of the proposed Village District is within 500' of a municipal boundary, public hearings, when needed for Special Permit applications, may be scheduled sooner than 35 days.

7B.8.9.B. A question was raised whether the design standards should be in the actual regulations for the Village District or whether the Design Guidelines, when finalized, would suffice. It was noted that the standards in the draft are already in the Zoning Regulations and that they address difference issues than the Design Guidelines will. It was requested that the DAB build the Guidelines from the existing regulations to ensure a smooth transition from one process to another.

7B.8.9.B (2)d.: Change from draft to same language as currently in Regulations, 7A.2.1(2)(c) - *"Roofs shall project enough beyond the facade to create an overhand and cast a strong shadow."*

Fischbach distributed a text version of the Special Standards which the sub-committee had previously set forth in table format. These Standards need to be incorporated into the Regulations, and it was agreed the Regulations Committee will consider where the Village District regulations and Special Standards will be placed in the Regulations at its next meeting.

Fischbach noted the translation from table to text was exact except for J. Restaurants, since all that had been indicated there was that "more" parking was to be allowed on-street or off-site. In an effort to quantify that, the sub-committee agreed that up to 20% of the parking may be on-street or off-site in the Mixed Use Village for restaurants, but that up to 50% may be so permitted for restaurants in the Village Commercial district.

## 2. Schedule for Proposal

A brief discussion was held as to the time line for the Village District proposal. It is hoped the Village regulations will be ready for presentation to the Planning & Zoning Commission at its April 21 meeting for discussion at the May 26 meeting, with the hope that any comments from the Design Advisory Board could be received by mid-April for consideration before the regulations are presented to the Commission. Depending on the Commission's comments on the draft, a public hearing could be set for June/early July.

## 3. Committee Meeting Schedule

Fischbach reported on the request she had from the Town Clerk that the sub-committee file an annual schedule of meetings. It was agreed she would prepare a combined schedule for the Regulations Committee and its Village District Sub-Committee with meetings the second Monday and fourth Wednesday of each month, to be used as a Regulations or Village meeting, depending on need.

The meeting adjourned at 4:55.

Respectfully submitted,  
Nancy Fischbach

03/16/11