

Minutes of the Character Committee  
November 27, 2012  
Litchfield Community Center

1. Chairman, Ralph White, called the meeting to order (7:06)
  - a. Present, additionally, were Peter Losee and David Pavlick. Absent was Erin Kennedy.
  - b. Also present was town planner, Tom McGowan
  - c. Mr. White volunteered to take the minutes of the meeting.
  - d. The minutes of November 8, 2012 were approved by the motion of Mr. Losee and second by Mr. White, affirmative vote unanimous, excepting Mr. Pavlick's abstention, with the following amendment: Delete 3, b, ii.
  
2. Working meeting with Mr. McGowan regarding adding character amendments to the Planning and Zoning Regulations (7:14)
  - a. Mr. McGowan felt that, notwithstanding the reference to *character* in the statement of purpose for the B-202 Zone, *character* provided insufficient traction as a stand-alone evaluative criterion for the Commission.
  - b. Mr. McGowan offered a document headed "Draft 11.27.12" with his recommendation for a "Business Design Overlay Zone for Large Scale Development." The document covered the following topics:
    - i. Any new construction or substantial renovation of an existing property would be a site plan approval below a threshold footprint, and subject to a special exception over the threshold footprint.
    - ii. Vehicular and Pedestrian Traffic Design
    - iii. Building Design – General
    - iv. Building Exterior Front Facades and Walls
    - v. Building Walls Visible from a Public Street or a Residential District
    - vi. Retail Development – Entrances
    - vii. Application Submission Requirements...
      1. ...including, inter alia, samples of the material to be used for facades showing texture, and color.
    - viii. Mr. McGowan and Mr. White would collaborate on an edit of the overlay regulation to produce a document in which the objective of character preservation will be front and center in the title and/or preamble of the new regulations. ("Draft 3" reflects this edit).
    - ix. For the purposes of developing the thresholds referenced in 2,b,i, above, Mr. McGowan offered the database recently prepared by PLAN Litchfield. He also felt that the Commission should have in its possession a similar database prepared by the Economic Development Commission two years ago.
    - x. Mr. McGowan will research which other towns have implemented such design overlay regulations for their business districts.
  
3. Adjournment (8:40)
  - a. Motion by Mr. Pavlick, second by Mr. Losee, affirmative vote unanimous.

Respectfully Submitted  
Ralph White  
November 27, 2012