

**Windham Village District Zoning Sub-Committee
Meeting Minutes
Monday February 11, 2013**

Present:

Kristi St. Laurent
Karl Dubay
Chris McCarthy
Sy Wrenn
Bev Donovan
Tracey Partington

Meeting Opened: 5:11

1) Meeting Minutes

- a. 28 January 2012 – Chairman Wrenn requested edits to section 3 prior to approval. Ms. Partington will submit revised minutes to the committee prior to the next meeting on 04 March 2013.

2) Reviewed letters for public outreach:

- a. Ms. Kopec's letter regarding the VCD – "What is the VCD and where is it located?" This article was published in last weeks' newspaper. Oversight on inclusion of Senior Center in Historic District.
- b. Chairman Wrenn's letter regarding the VCD – "Who is on the committee and why is the ordinance being changed? Made a few minor edits during our meeting, this version will be sent to Ms. Wood for publish in next weeks' paper.
- c. Ms. Donovan's letter regarding the VCD – "Why is the timing right to revise the VCD ordinance language?" The committee made various comments and edits on the draft letter. Suggestions included: adding more detail about the various survey results in Windham over the past few years, concepts of tax revenue by % and how that may impact voters, importance of the timing, wording changes, etc. Ms. Donovan will submit changes to committee by email in the next few days and submit to Ms. Wood by 2/18/13 in order to get in next weeks' paper.
- d. Discussed briefly Ms. St. Laurent's future letter on "What's next if this article passes?" Emphasize no immediate changes, simply refining the language to allow for the types of businesses and residences that our voters have asked for over the past several years. Also on the types of businesses permitted and not permitted, density of buildings, etc. Ms. St. Laurent's letter needs to be submitted to Ms. Wood by 2/25 in order to get in the paper before vote-related articles stop. Further edits/feedback will be accomplished via email.
- e. PowerPoint presentation by Ms. St. Laurent and Ms. Partington. This will be used at the vote on March 12th and also at the WDC information night on 3/7. Mr. McCarthy has offered to speak at the WDC event and give the

overview PowerPoint presentation. Ms. Partington will start the draft PPT and email to Ms. St. Laurent for review next week.

3) Design Review Guidelines:

- a. Chairman Wrenn gave out copies of the guidelines to the VCD committee members. We discussed possible paths forward including:
 - i. Adding sections to the current guideline document to make the document applicable to the VCD
 - ii. Using the current document as a template and generating a new, VCD-only guideline document.
- b. VCD committee members to redline current guideline document prior to next meeting on March 4, 2013 (postponed one week due to school vacation 2/25).

4) New Business:

- a. Chairman Wrenn will confirm with Planning Board the direction that the VCD is heading in regarding Design Review guidelines. He will also ask whether they are interested in having the committee address sewer and water resources in the VCD.

5) Next Meeting: March 4, 2013

Motioned to adjourn 6:27. Approved 5-0