

**Windham Village District Zoning Sub-Committee
Meeting Minutes
Monday October 8, 2012**

Present:

Glenn Greenwood
Kristi St. Laurent
Bev Donovan
Karl Dubay
Sy Wrenn
Nancy Kopec
Chris McCarthy
Tracey Partington

Meeting Opened: 5:10

Introductions

- 1) Review and Approve 9/24/2012 Meeting Minutes**
 - a. Typo – “there” should be “their”
 - b. Ms. Donovan motioned to approve the minutes, Ms. St. Laurent seconded.
Vote: 5 yay, 0 nay, 1 abstained

- 2) Discussion with property owners – land on the south side of Rt. 111**
 - a. None of the invited land owners came to the meeting.

- 3) Continuation of discussion on permitted uses in the VCD**
 - a. Discussion on places of assembly/amusement – decided to leave as is.
 - b. Combine two line items referencing apartments into one
 - c. Mr. Wrenn suggested finalizing the list and putting it in Word format so that we can review the entire updated document off-line as-is and use the “track changes” function to mark-up full draft for the next meeting on 10/22. Ms. St. Laurent also suggested grouping similar permitted/prohibited uses together for ease of review. Mr. Greenwood will work with Ms. Wood to accomplish this and send to group.
 - i. Tom Case suggested we consider adjusting other pieces of the current VCD ordinance like the 40/40/20 rule (40% retail, 40% office space, 20% living space) as it’s been prohibitive to development and open to a variety of interpretations.

- 4) Discussed Conditional Use Permit (CUP)**
 - a. Reviewed document that Mr. Dubay and Mr. Greenwood drafted
 - b. Mr. Greenwood will work with Ms. Wood off-line to incorporate this verbiage into the current VCD plan and group will review verbiage off-line and use “track changes” to adjust as deemed appropriate for the next meeting on 10/22 including the items below.

- c. Discussed the idea of allowing a CUP for an “anchor” or community “gem” business/development due to the concept of bringing greater visibility, business, and an anticipated significant benefit to the surrounding area even though they don’t meet the requirements of the CUP. Examples of an “anchor”/community “gem” are Trader Joe’s and Bedford Village Inn.
- d. Discussed whether a “change in competitive landscape” would or would not be a viable argument to deny a CUP.

5) New Business

- a. Next meeting dates
 - i. October 22 – Ms. Wood to invite land owners north of rt. 111 between N. Lowell Rd. and Hardwood Rd. for a continued discussion on suggestions/ideas to enhance the VCD plan
 - ii. November 5 – Mr. Greenwood will invite the DES to review community well/septic systems as well as other matters related to water and septic availability.
 - iii. November 19
 - iv. December 3
- b. Discussion on multi-family development
- c. Discussion on architectural design requirements/criteria for VCD. New architectural review documents are under review now by the Planning Board but they’re not intended to be used fully by the VCD. Mr. Wrenn will obtain these documents so the group can determine whether or not we will suggest following them.

Meeting Adjourned: 6:45