

**ZONING REVIEW & REVISION COMMITTEE**  
**MINUTES of June 28, 2007**  
**APPROVED**

**Present:** Mary Girard, Chair; Kim Byrd, Vice Chair; Judi Lindsey, Betsy Kruse, Carla Penfield, Tom DiMaggio, Ingrid Byrd, Amanda Soares, Selectman Jim Brennan; Heritage Commission Chair Diane Philbrick

The meeting was called to order at 7:00 p.m. The first item of discussion was changes to the Site Plan Regulations. Mary handed out a review of items that had been discussed previously. It included changes requested by Fire Chief Cartier and adding registering of Major Site Plans at the Registry of Deeds. The fee schedule needs correction also.

A discussion of the guidelines for design and architectural design took place. Some of the members of the committee felt it was not worth putting these in unless they could be enforced by adding the word "shall". Chair Philbrick of the Heritage Commission explained that their intent was not to force people to follow these guidelines but to make developers aware of what we would like to see. Selectman Brennan who was also there to represent the Heritage Commission explained that none of the towns they researched actually have guidelines as part of the zoning or regulations. Some of the committee had suggested that this be put on the ballot in March to be added to zoning, but this idea was discussed and some felt that the citizens would not vote for anything this restrictive.

Mary reminded the committee that the Master Plan does say we need to encourage development of commercial nature and not everyone in town is against commercial development.

Some minor changes were suggested including adding the Conservation Committee to the people who need copies of plans in advance before the public hearings. Judi Lindsey thought it should be in both the Minor and Major Site Plans. The wording of Article 4.04K of the Minor Site Plan was changed to say "If a fire suppression plan is required, it must be shown on the Site Plan".

Mary explained the next steps were to get a final list of changes prepared and for this committee to look it over once more. She suggested a target of August to hold a public hearing for the proposed amendments to Site Plan and Subdivision.

Since Road Agent Dennis Lewis was not present the committee did not discuss the changes to road profiles that still needed to be worked on.

Mary asked the committee if they are willing to approve the minutes that have been overlooked and Kim told the committee that he had found there is no deadline for approving minutes and some committees that neglect to do so just vote to accept past minutes.

A motion was made to accept the minutes of September 27, 2006, October 26, 2006, and November 16, 2006. The minutes of May 31, 2007 were then approved with a change regarding Betsy Kruse's question about creating an overlay district for conservation land. Betsy asked about the possibility of creating a conservation overlay district and was told this would be an

issue for the Town Meeting. She was asked to explain what this would do and she told the committee briefly that it would point out areas that were sensitive in town.

The assignment for next meeting is to get copies of the Subdivision and Site Plan Regulations and to bring any additional suggestions for change to this meeting.

The date of the next meeting was set for July 26, 2007 at 7:00 p.m.

The meeting was adjourned at 8:30 p.m. by motion made and seconded all in agreement.

Respectfully submitted by Andria Hansen and compiled from Chair Girard's typed notes.