

**DESIGN REVIEW ADVISORY COMMITTEE**

**TOWN HALL ANNEX**

**80 DOYLE RD., BANTAM**

**SPECIAL MEETING**

June 23, 2021, 9:30 a.m.

**1. Call to Order** – The meeting was called to order at 9:40 a.m. by the Chairman, J. Savage

**2. Attendance** – Present: B. Jones, D. Restivo, J. Savage, alternate C. Bramley and Land Use Administrator, Dr. Tobin.

**3. Preliminary discussion** of revisions to design guidelines for signage and commercial development in the C-202 Zoning District.

The purpose of the meeting was a general discussion of signage and existing guidelines with the goal of providing more clarity for applicants in the design review process. Copies of the Town of Litchfield Design Guidelines, adopted following the acceptance of the 1994 POCAD, were distributed to all members. There was general discussion of the use of the word “character” and character defining elements noted in the text, including the differences in the development character of neighborhoods along the lengthy stretch of Rt. 202 from the Torrington line to the westerly termination at the Washington town line.

Also distributed to members were copies of Gateway 1 Standards for Large Scale Developments produced by Maine DOT in 2006 and the Litchfield Treescape Plan prepared for the Litchfield Garden Club by Jubilee Partners, Wellesley Hills, MA in 1998, noting the information included in the plans could be helpful tools for the committee as the guideline review process proceeds. Photocopies of the plans will be made and distributed. Although the Treescape plan was never formally adopted by the Planning and Zoning Commission, it was presented to the Commission by the Garden Club in October, 1998.

D. Restivo questioned whether the zoning designations of defined neighborhoods were different and Dr. Tobin stated that aside from the Borough of Litchfield commercial district, the entire corridor is zoned C-202 with uses and criteria for development (site plan review) the same throughout.

It was thought the area to focus on first be signage, the most frequent application DRAC reviews. The zoning signage regulations, revised in 2019, were reviewed, including notes made by D. Restivo suggesting an introduction and some minor changes would add clarity for applicants. With regard to signage, the committee thought the following should be considered for review:

Compile guidelines

List resources

Improve the language

Submission of requirements for applications

Photos

Dimension drawings of façade

Mock-up of Signage depicted on the building

Proposed materials including spec. sheets

Lighting, including fixture spec. sheets  
Sample of materials  
Landscaping

D. Restivo left the meeting at 11:00 a.m. stating though she would be out of town during July and August, she would be available via zoom or facetime if the committee wanted to meet during the summer months.

It was agreed members would review the materials discussed, including D. Restivo's notes on existing information available to applicants. No follow-up meeting schedule was proposed.

**4. Adjournment** – the meeting was adjourned at 11:12 a.m. on a motion by J. Savage, seconded B. Jones and carried in the affirmative by B. Jones and J. Savage.

  
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Jeff Savage, Chairman

9/2/21