**TOWN OF EAST HAMPTON**

**DESIGN REVIEW BOARD**

**REGULAR MEETING**

THURSDAY, November 5, 2015

6:30 PM

TOWN HALL MEETING ROOM

**Minutes**

Present: Chairman Kevin Burnham, Vice Chairman Scott Hill, Michael Chicoine and Tom Adams

**Call to Order and Pledge of Allegiance**

Chairman Burnham called the meeting to order at 6:30 PM in the Town Hall Meeting Room.

**Approval of Minutes**

A motion was made by Mr. Adams, seconded by Mr. Chicoine, to approve the minutes of the October 1, 2015 meeting as written. Voted (4-0)

**Approval of 2016 Meeting Dates**

A motion was made by Mr. Chicoine, seconded by Mr. Adams to approve the proposed 2016 meeting dates. Voted (4-0)

**Public Comment**

None

**Communications**

None

**Plan Reviews**

None

A question was raised around the topic of approved building projects with new plan changes that have been brought before other Town committees for approval and if it's appropriate that these changes be also presented to the Design Review Board for consideration. Further inquiry and follow-up is planned with the Building Department. It was noted to follow-up on a particular plan for a soccer site that had recently presented changes to the original proposal.

**Continued Business**

A. Development of Design Review Board Standards List - Progress was made in developing a working draft of the Standards List. Written recommendations prepared by Mr. Adams and Mr. Chicoine were reviewed and discussed. By consensus, it was decided that this preliminary work be used as a working draft of the Standards List. As follow-up, Mr. Hill will proofread and edit the working document and circulate the revised version to the Board. Contributions from other members of the Board, including Mr. Chicoine's recommendations for further breakdown of the Checklist into major headers and subcategories, will be incorporated thereafter and reviewed at the next meeting. It was noted that page numbers referencing the Guidelines should be included in the Checklist.

It was discussed that there is opportunity to create a similar document, designed for use by applicants. It was decided that the development of a Standards List for internal use by the Board in reviewing plan proposals be the first priority.

It was agreed upon that it would be ideal if applicants were inclined to bring their proposals to the Board earlier in their planning process. Ideas were discussed on how to encourage this, including a possible change in process internally.

An inquiry was made by a member of the Board regarding the process in which recommendations from the Design Review Board are relayed to the Planning and Zoning Commission following a plan review. Chairman Burnham clarified that there is a process in place where written documentation outlining the recommendations are communicated.

B. Tour of East Hampton to Identify Architectural Characteristics - Additional follow-up is necessary and will be discussed in more detail at the next meeting.

**New Business**

None

**Public Comment**

None

**Adjournment**

A motion was made by Mr. Adams, seconded by Mr. Chicoine, to adjourn the meeting at 7:15 PM.

Respectfully submitted,

Sarah Aresco

Recording Clerk