**TOWN OF EAST HAMPTON**

**DESIGN REVIEW BOARD**

**REGULAR MEETING**

THURSDAY, JANUARY 7, 2016

6:30 PM

TOWN HALL MEETING ROOM

**Minutes**

Present: Chairman Kevin Burnham, Michael Chicoine, and Tom Adams

Not Present: Vice Chairman Scott Hill

**Call to Order and Pledge of Allegiance**

Chairman Burnham called the meeting to order at 6:33 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 December 3, 2015 meeting as written. **Voted (3-0)**

**Public Comment**

Glen LeConche introduced himself as the Building Official for the Town and offered his assistance to the Board moving forward.

**Communications**

None

**Plan Reviews**

***Hope Church Signs*** - The DRB Guidelines were referenced during review and discussion of the proposed signs. A motion was made by Mr. Burnham, seconded by Mr. Chicoine, to recommend the plan to the Planning and Zoning Commission for approval. It was noted that lighting and landscaping proposals are not included in the plan and also that an assumption is being made by the Board that the proposed sign material is wood. Per the DRB Guidelines, the finish should be flat or semi-gloss. The Board would like to review any further lighting or landscaping proposals associated with these signs. **Voted (3-0)**

**Continued Business**

A. **Developing DRB Standards List** - This topic is to be continued 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 6:49 PM. **Voted (3-0)**

Respectfully submitted,

Sarah Aresco

Recording Clerk