**TOWN OF EAST HAMPTON**

**DESIGN REVIEW BOARD**

**REGULAR MEETING**

THURSDAY, April 7, 2016

6:30 PM

TOWN HALL MEETING ROOM

**Minutes**

Present: Chairman Kevin Burnham, Tom Adams, Michael Chicoine, Jeremy DiCarli, Planning and Zoning Official, and Glen LeConche, Building Official

Not Present: Vice Chairman Scott Hill

**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 March 3, 2016 meeting as written. **Voted (3-0)** in favor

**Public Comment**

None

**Communications**

Chairman Burnham explained that he has reached out to expert Patrick Pinnell to asked for his assistance in identifying the existing architectural styles in the Town. Mr. Pinnell has provided a document pertaining to this subject that has been distributed to the DRB members and indicated he will be available to offer additional assistance at a later date.

Mr. Chicoine shared with the Board some of the discussion topics that were heard at the Planning and Zoning Commission Meeting that he and Mr. Adams attended the previous night, April 6, 2016. Mr.Chicoine explained that the PZC requested a DRB member be designated as a liaison to the PZC. The liaison would attend the PZC Regular Meetings and facilitate communications between the Boards.

A motion was made by Mr. Adams, seconded by Mr. Chicoine, that Mr. Adams would act as the liaison to the PZC going forward. **Voted (3-0)** in favor

According to Mr. Chicoine, also discussed at the PZC Meeting was the possibility of changing the date of the DRB Regular Meetings. Having a greater window of time for applicants to respond to DRB recommendations before presenting to the PZC would be ideal. The DRB is in agreement and will work to find a different day that works for all members of the Board, ideally the DRB Meetings would be held two weeks prior to the PZC Meetings. Chairman Burnham collected days of availability from the members present and will follow-up with Mr. Hill. The Board also discussed ways to direct new applicants to first attend a DRB Meeting before presenting to the PZC. Chairman Burnham added that the DRB is willing to hold Special Meetings to accommodate timing needs if the circumstance arises.

**Plan Reviews**

1. ***201 West High Street -*** Applicant, West High Street, LLC, applied for a change of use in sections of Building #2 from contractor storage space to commercial units with additional parking. The site plan modification was approved at the PZC Meeting on 4-6-16. Mr. DiCarli, who is familiar with the plan, began the presentation and Wayne Rand, representing West High Street, LLC, concluded the presentation upon his arrival. Mr. DiCarli explained that the applicant's modified plan includes additional parking spaces to support the needs of a commercial property. Originally designed to be a contactor storage area, Building #2 was fitted with one parking space per storage unit and the new proposal allows for the addition of forty parking spaces, for a total of fifty-nine. This would exceed parking requirements for a recreational use facility. Building #3 has been made smaller on the plan to compensate for the additional parking. Mr. Rand indicated that Building #2 will house three recreation/fitness facilities in the Phase I and II areas. Phase I and IV will have garage door fronts and man doors and Phase II and III will have stationary glass panel fronts, all of similar design. The DRB reviewed the application, along with the site and elevation plans. Mr. Rand addressed inquiries from the Board regarding parking space requirements, emergency access, building and door elevations, facade, sign design and lighting, plantings and sidewalks. Mr. DiCarli indicated that he would forward the approved planting plan to the DRB.

**After reviewing the proposal, the Design Review Board offers the following recommendations:**

1. **Five-foot sidewalks in front of Building #2 should be added to the site plan and parking adjusted accordingly.**
2. **The existence of adequate fire access on northeast and southeast corners of Building #2, Phase I needs confirmation.**
3. **Signage uniformity is preferred in the front of the building.**
4. **Enhancement to frontage by adding planting areas around site is encouraged.**
5. **The Board supports a symmetrical facade for the new buildings.**

A motion was made by Chairman Burnham, seconded by Mr. Chicoine, to accept the above recommendations. **Voted (3-0)** in favor

**Continued Business**

1. **Design Review Board Guidelines**- Mr. Chicoine mentioned that he presented the DRB responses to comments at the PZC Meeting, but it wasn't discussed in detail and may need clarification. Chairman Burnham indicated that he plans to have responses to the PZC comments completed the week following this meeting.
2. **Developing DRB Standards List** - This topic is to be continued at the next meeting when Mr. Hill is in attendance.

**New Business**

None

**Public Comment**

None

**Adjournment**

A motion was made by Mr. Adams, seconded by Mr. Chicoine, to adjourn the meeting at 7:26 PM. **Voted (3-0)** in favor

Respectfully submitted,

Sarah Aresco

Recording Clerk