**TOWN OF EAST HAMPTON**

**DESIGN REVIEW BOARD**

**REGULAR MEETING**

THURSDAY, May 5, 2016

6:30 PM

TOWN HALL MEETING ROOM

**Minutes**

Present: Chairman Kevin Burnham, Vice Chairman Scott Hill (6:35 PM), Tom Adams, Michael Chicoine, Glen LeConche, Building Official, and Gary Hall, PZC Liaison

**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 April 7, 2016 meeting as written. **Voted (3-0)** in favor

**Public Comment**

None

**Communications**

1. Mr. Adams gave the liaison report, highlighting the pertinent topics discussed at the May 4, 2016 PZC Meeting. Later in the meeting he added that the PZC had commented that they received the DRB responses to their comments on the DRB Guidelines and that they were reasonable and acceptable.
2. Mr. Hill electronically distributed the latest draft of the DRB Checklist prior to this meeting.

Mr. Hill arrived

**Plan Reviews**

1. **Tang Asian Bistro -** Applicant Tang Asian Bistro, LLC, property location 11 East High Street in the Stop & Shop Plaza, presented a sign design to the Board. The applicant is not planning to add lighting and is confident the existing lighting on the building is adequate. The Board determined that the proposal is consistent with the DRB Guidelines, however, it is not clear from the image provided how much space will be allowed between the siding and the mounted letters.

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

1. **Applicant should consider mounting the letters .5 "-1" from siding to provide shadow and depth, as indicated in the DRB Guidelines.**

A motion was made by Chairman Burnham, seconded by Mr. Chicoine, to accept the above recommendations. **Voted (4-0)** in favor

1. **Bevin Mansion Bed and Breakfast -**

A motion was made by Mr. Chicoine, seconded by Mr. Adams, to add the Bevin Mansion Bed and Breakfast application review to the agenda. **Voted (4-0) in favor**

Applicant Dean Brown presented his plan to add additional parking and signage to his business to be located at 26 Barton Hill Rd. Mr. Brown emphasized that his intent is to preserve the historical integrity of the property. He proposed the addition of two signs, one is to hang in the outside foyer, under the arch. The preliminary design of the hanging sign is oval with letter design to coordinate with the characteristics of the property. Lighting is to be determined. The other sign is to be fixed to a pillar located adjacent to the entrance gate and will be visible from the street. The sign design is similar to the first. For lighting, the applicant plans to run electrical wire underground and the sign will be illuminated from below. It was recommended to the applicant that he consider ADA compliance when choosing a font size and style.

A motion was made by Mr. Adams, seconded by Mr. Hill, that the application be recommended for approval as presented. **Voted (4-0)** in favor

**Continued Business**

1. **Change of date for DRB Regular Meetings -** A motion was made by Mr. Adams, seconded by Mr. Chicoine, to move the DRB Regular Meetings to the third Thursday of the month at 6:30 PM. **Voted (4-0)** in favor
2. **Developing DRB Standards List** - The Board reviewed the revised Standards List and Mr. Hill explained his methodology behind the breakdown of subject categories and recommendations. There was discussion around whether this list should be used as an internal document or if it would also provide value if utilized by the applicant prior to the plan review. The general consensus was that if a checklist is available to the applicant, variations may need to be made to suit the small business owner verses a contactor or architect. It is agreed that both the full versions of the Guidelines and Standards List should be made available to applicants. There was also discussion around whether or not the Standards List should be further consolidated. Mr. LeConche and the Board took part in a conversation around defining a process to help the applicants navigate through the application procedure. Mr. Adams suggested that an existing simplified checklist, previously approved, could be used by the applicant. The Board was in agreement. This checklist will be referred to as the Hearing Review Checklist

A motion was made by Mr. Hill, seconded by Mr. Chicoine to ask Town staff to distribute a copy of the Hearing Review Checklist to new applicants with the intent that it be completed prior to the plan review. **Voted (4-0)** in favor

**New Business**

None

**Public Comment**

Gary Hall, PZC liaison, commented that he believes the DRB is on the right track with the new Standards List. He and the Board discussed what the best way would be to communicate the DRB's recommendations to the PZC. It was decided that the recording clerk would prepare a letter including the pertinent Board recommendations. The letter would first go to the Chairman for approval and then be forwarded to P&Z staff for review at the next PZC meeting.

**Adjournment**

A motion was made by Mr. Adams, seconded by Mr. Chicoine , to adjourn the meeting at 7:35 PM. **Voted (4-0)** in favor

Respectfully submitted,

Sarah Aresco

Recording Clerk