

**East Hampton Planning and Zoning Commission  
Regular Meeting  
November 5, 2014  
Town Hall Meeting Room**

<b>Unapproved Minutes</b>
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1. **Call to Order and Seating of Alternates:** Chairman Zatorski called the meeting to order at 7:00 p.m.

Present: Chairman Ray Zatorski, , Members Roy Gauthier, Kevin Kuhr, James Sennett, Meg Wright, Alternate Members Gary Hall, Geoff Ricciardelli, and Planning, Zoning & Building Administrator James Carey were present.

Absent: Vice-Chairman Rowland Rux and Regular Member Peter Aarrestad were not present.

The Chairman seated Alternate Members Gary Hall and Geoff Ricciardelli at this time.

2. **Approval of Minutes:**

- A. October 1, 2014 Regular Meeting:**

*Mr. Sennett moved to approve the Minutes of the October 1, 2014 meeting as amended.*

*Mr. Hall seconded the motion. The motion carried unanimously.*

3. **Communications, Liaison Reports, and Public Comments:**

**Communications:** Mr. Carey welcomed Christina Soulagnet who has been hired to work in the Planning, Zoning and Building Department.

He further reported that 11 Hog Hill Road is in compliance with the permit requirements with the exception that some new planting would benefit the buffer strip. As it is late in the season, the work will be best if completed in the spring and consideration may be given to an alternative ground cover as the grass is not thriving in the area. All other claims regarding the condition of the outdoor storage facility were unfounded.

**Liaison Reports:**

Mr. Gauthier reported that the E.H.H.S Renovation Project held its bid opening today for all except the millwork which will be tomorrow. He invited everyone to the ground breaking for this project which will be tomorrow November 6, 2014 at 8 a.m.

Mr. Hall reported the Design Review Board did not have meeting in October.

Mr. Hall also reported that he was not able to attend the meeting of the RiverCOG. He will, however, review the minutes and report at the next meeting.

Mr. Sennett reported that the ZBA did not meet last month.

Mr. Zatorski reported that there was nothing to report from the IWWA relative to this meeting. The Minutes for the last meeting of the IWWA are on file in the Town Clerk's Office.

Ms. Wright reported the Water Development Task Force did not meet on October 9, 2014. She was also unable to attend the RiverCOG meeting on October 27, 2014.

**Public Comments:** The Chairman opened the meeting to the public. No one was present to speak to the Commission at this time.

**A. Special Presentation – Design Review Board Draft Guidelines:** Mr. Kevin Burnham, Chairman, and Mr. Michael Chicoine, Regular Member, of the Design Review Board were present to provide the Commission with a Power Point Presentation on the Draft Guidelines. (Attachment No. 1)

The Commission agreed to provide comments and feedback to the P&Z Staff for consideration of the Design Review Board while finalizing the DRB Guidelines.

4. **Set Public Hearing for December 3, 2014:** None.

5. **Read Legal Notice:** None.

6. **Public Hearings for November 5, 2014:** None.

7. **New Business:**

**A. Road Acceptance - Chatham Forest Open Space Subdivision, Tall Wood Drive:**

Mr. Carey reported that he is in receipt of a letter from Philip Sissick, Director of Public Works, recommending that the road known as Tall Wood Drive be accepted by the Town of East Hampton. He explained that the Town will be holding a 10% maintenance bond for a period of one year (\$15,000). Mr. Carey supports the acceptance of this road by the Town.

*Mr. Zatorski moved that the East Hampton Planning and Zoning Commission forward a favorable commentary to the Town Council with the condition that the Town retain a 10% (\$15,000) road maintenance bond because the road meets or exceeds the Road Standards of East Hampton, the East Hampton Zoning Regulations, the conditions of the PZC permit, and is fully supported by Town Staff. Mr. Kuhr seconded the motion. The motion carried unanimously.*

8. **Old Business:** None.

9. **Adjournment:** *Ms. Wright moved to adjourn the meeting. Mr. Gauthier seconded the motion. The motion carried unanimously.*

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Daphne C. Schaub  
Recording Secretary