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Architectural Design Review Advisory Committee
Meeting Minutes
Wednesday, March 25, 2009

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The Architectural Design Review Advisory Committee convened its March 25, 2009 meeting at 5:00 P.M. at the Chamber of Commerce Meeting Room, 14 Holmes Street, Mystic. Present were Susan Cullen, Charles Canavan, Robert Birmingham, Chairman Mark Comeau, Robert Mercer, Christopher Thorp, and Planning Director William Haase. Mary Thacher was absent. Mercer motioned that minutes of the February 18, 2009 be approved, seconded by Thorpe. Motion approved unanimously.

Haase reviewed the town ordinance formally establishing an Architectural Design Review Board (ADRB). It will be discussed at the Board of Selectmen's 04/22/09 meeting, with the Selectmen being asked to forward it to a Special Town Meeting. Minor changes made by Town Attorney Tom Londregan.

Haase then reviewed changes and modifications to the draft ADRB Bylaws, reflecting comments received from Committee members at the February meeting. Applicant materials needed for submittal have been streamlined.

Design guidelines for applicants was also discussed, Haase noting that waivers will be allowed, and that submissions will be less formal than those required for a Planning & Zoning Commission site plan or special use permit review.

Draft amendments to Stonington's zoning regulations were discussed, with design review guidelines consolidated toward the front of the regulations (proposed Sections 2.15 & 2.16), rather than be scattered throughout the document. Birmingham complimented Haase on his efforts. Haase noted a new requirement -- landscape maintenance requirements prior to issuance of certificates of occupancy.

Haase cautioned there were numerous design review cross-references throughout the zoning regulations and asked members to check through the document carefully. Additional powers relating to design review have been added to the section of regulations governing special use permit criteria.

Haase said the goal is to get the Special Town Meeting scheduled. ADRB membership appointments will initially be staggered, with terms ranging from one to three years.

Mark Comeau reported progress on developing the graphic design guidance document. He discussed the possibility of this document being placed on the Town's website with availability of hyperlinked documents. Comeau passed out a draft document illustrating examples of good design in the Pawcatuck area of town, focusing on maintenance of appropriate and traditional historical elements. Haase suggested keeping design guidelines relatively brief, with two pages per geographic area of Stonington. Comeau and Thorp will work together to develop several

pages focusing on preferred landscape details such as lighting and signage. Mercer suggested looking at Bristol, RI as an example of tasteful signage.

The next advisory committee meeting is set for Wednesday, April 15, 2009 at 5:00 in the Chamber of Commerce Building in Mystic. The Board of Selectmen will meet to discuss the Ordinance at 7:00 PM on April 22nd at the Police Department meeting room.

The meeting adjourned at 6:24 PM.

Respectfully submitted,



William R. Haase