

Town Clerk

Town of Vernon
Design Review Commission (DRC)
Minutes – Regular Meeting
Monday, February 3, 2014, 7:00 P.M.
Town Council Chambers
Vernon Town Hall, 3rd Floor, 14 Park Place
Rockville/Vernon, CT

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1. Call to Order & Roll Call

- Meeting was called to order at 7:05 P.M.
- **Regular Members Present:** Daniel Robertson, Howard Steinberg and Michael Guminiak.
- **Alternate Members Present:** None
- **Staff Present:** Shaun Gately, Economic Development Coordinator
- **Recording Secretary:** James E. Krupienski

2. Approval of Minutes of September 9, 2013

- **Howard Steinberg, seconded by Daniel Robertson moved a Motion to approve the September 9, 2013 Regular Meeting minutes. Motion carried unanimously.**

3. Amendment to Agenda

- **None**

4. Referrals from PZC and/or Planning Department

- **None**

5. Administrative/Action

A. Correspondence

- Review annual meeting schedule for 2014
 - **Howard Steinberg, seconded by Michael Guminiak moved a Motion to approve the 2014 Meeting Schedule as presented. Motion carried unanimously.**
- Election of Officers
 - **Howard Steinberg, seconded by Michael Guminiak nominated Daniel Robertson for Chairman.**
 - **Daniel Robertson accepted the nomination.**
 - **No other nominations for Chairman were presented.**
 - **Motion carried unanimously.**
 - **Daniel Robertson was Elected Chairman**

 - **Daniel Robertson, seconded by Michael Guminiak nominated Howard Steinberg for Vice-Chairman.**
 - **Howard Steinberg accepted the nomination.**
 - **No other nominations for Vice-Chairman were presented.**
 - **Motion carried unanimously.**
 - **Howard Steinberg was Elected Vice-Chairman**

B. Membership

- **No updates**

C. Other

- **None**

6. Guidelines

- **Howard Steinberg suggested utilizing additional commissions to complete any additional work required to complete the Design Guidelines.**
- **Daniel Robertson indicated that he would send the full Draft Guidelines for the commission to review prior to the March 3, 2104 meeting.**
- **Shaun Gately indicated that once completed they can be referred to Planning and Zoning Commission for review and comment.**
- **Howard Steinberg suggested dedicating time during the next meeting to finalize the guidelines. The commission was in agreement.**

7. Other Business

- **None**

8. Adjournment

- **Howard Steinberg, seconded by Michael Guminiak moved a motion to adjourn. Motion carried unanimously.**
- **Meeting adjourned at 7:13 P.M.**

James Krupienski
Recording Secretary

Approved
3-3-14

