T.C.

Town of Vernon
Design Review Commission (DRC)

Monday, August 4, 2014
7:00 PM
Council Chambers
Vernon Town Hall, 3rd Floor, 14 Park Place
Rockville / Vernon, CT

AGENDA

DRAFT MINUTES

1. Call to Order & Roll Call
   - Meeting was called to order at 7:00 PM.
   - Regular Members Present: Daniel Robertson, Howard Steinberg, Robert McGarity, Michael Guminiak and Terry Monahan. Jennifer Holt arrived at 7:03 PM.
   - Alternative Members Present: None
   - Staff Present: Shaun Gately, Acting Town Planner/Economic Development Coordinator
   - Recording Secretary: Peggy Jackle

2. Approval of Minutes of June 2, 2014
   A motion was made by Howard Steinberg and seconded by Michael Guminiak to approve the minutes as amended. Motion passed unanimously.

3. Amendments to Agenda
   - Mr. Gately will address under Agenda Item 5.

4. Referrals from PZC and/or Planning Department

   Application **(IWC-2014-12)** of Connecticut Scooter Pros, LLC for a Special Permit for Motorcycle Dealer Sales and Repairs at 410 Talcottville Road. (Assessor's ID: Map #09, Block #01514, Lot/Parcel #00027)

   Mr. Kyle Jay was present from Connecticut Scooter Pros, LLC and reviewed the plans with the commission. The special permit is to add an additional storage garage on site as a stand alone building. Concerns from the commission were addressed by Mr. Jay which included the waste oil tank, the driveway, siding, parking and lighting. After a brief discussion, *a motion was made by Dan Robertson and seconded by Terry Monahan to approve application noting the use of the same materials for siding, the*

enhanced garage doors and the additional landscaping. Motion passed unanimously.

5. Administrative/ Action

- Correspondence
  i. None
- Membership
  Mr. Gately stated that the terms are maintained by the Town Clerk's office and he will email the list of members and terms to the commission.
- Other
  i. Mr. Gately addressed the commission regarding the regulations of the commission relevant to applications being brought forth to them. After a brief discussion, Mr. Gately advised the commission that he would address concerns and/or concerns from the commission in writing to new applicants.
  ii. Mr. Gately presented the commission with information regarding a branding change to a new store front located at Tri-City Plaza. Comments from the commission relative to the branding included that the architectural design and colors should be consistent with the other buildings in the plaza and there should be a continuous walkway for pedestrians. Mr. Gately will address these comments with the applicants.

6. Guidelines
Chairman Dan Robertson is in the final stages of completing the Guide for Design Review, once completed he will prepare a cover letter and will distribute it to the commission and present it to Planning and Zoning at an upcoming meeting. A PDF version of the Guide will also be placed on the Town website.

7. Other Business
A question was raised about receiving plot plans prior to the meeting so the commission could review in a timely manner. Mr. Gately confirmed that this is a normal part of the submission process and will be continued in the future.

8. Adjournment
A motion was made by Howard Steinberg and seconded by Jennifer Holt to adjourn the meeting at 8:07 PM. Motion passed unanimously.

Respectfully submitted,
Peggy A. Jackle
Recording Secretary