Posted
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J.P.

T.C.

Town of Vernon
Design Review Commission (DRC)
Wednesday, February 3, 2016
7:00 PM
Council Chambers
Vernon Town Hall, 3rd Floor, 14 Park Place
Rockville / Vernon, CT

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APPROVED MINUTES

1. Call to Order & Roll Call

- Meeting was called to order at 7:30pm.
- Regular members present: Robert McGarity, Michael Guminiak, and Robin Lockwood
- Alternate members present: Jennifer Holt sitting in for the vacancy.
- Staff present: Shaun Gately, Economic Development Coordinator
- Recording secretary: Audrey Lanz

2. Approval of Minutes of October 7, 2015

A motion was made by Robin Lockwood to approve the minutes. Michael Guminiak seconded the motion and the motion passed unanimously.

3. Amendments to Agenda

- Election of Officers
  - Robin Lockwood nominated Michael Guminiak as Chairman. Nomination went to vote and passed unanimously.
- Confirm 2016 DRC Meeting Schedule
- Filming at Town Meetings Policy

Robert McGarity made a motion to accept the amendments to the agenda and discuss them under item #5. Robin Lockwood seconded the motion and the motion passed unanimously.

4. Referrals from PZC and / or Planning Department

Application (PZ-2016-1) of Talbott Partners, LLC for a site plan / special permit to construct a multi-family housing facility / commercial project at #241 & #253 Talcottville Road (Assessor's ID: Map #10, Block #0004, Lot/Parcel #0009B & Map #03, Block #0004, Lot/Parcel #00009).

- Attorney Leonard Jacobs presented the application to the Commission and introduced the project engineer and project designer.
- There will be 9 apartment buildings with a total of 300 units. Six 3 story units and three 4 story units.
- The apartment buildings are confirmed but no tenants have been confirmed for the 4 planned commercial buildings.
- Patrick O'Leary, Engineer from VHB, handed out site plans to Commission members (exhibit #1).

- There will be a traffic light at the main entrance across from Allen Drive.
- 600 total parking spaces for the entire property.
- 9 of the back parking spaces will be reserved as part of the Hockanum River trail.
- Some of the design elements to be used are vinyl siding, cultured stone and Hardiplank siding.
- Rob Zwicky, Project Design Engineer, passed around some preliminary sign designs.
- A discussion ensued on the size and placement of property signs.
- A discussion ensued on the road width and whether they are wide enough for fire trucks to turn corners.
- A discussion ensued on the water runoff and drainage.
- 2 separate developers are working together to develop the site. The commercial aspect of the property will remain undeveloped until tenants have been secured.

Jennifer Holt made a motion to approve Application (PZ-2016-1) of Talbott Partners, LLC for a site plan / special permit to construct a multi-family housing facility / commercial project at #241 & #253 Talcottville Road (Assessor's ID: Map #10, Block #0004, Lot/Parcel #0009B & Map #03, Block #0004, Lot/Parcel #00009) with the following stipulations:

- The applicant must come back for design approval of proposed maintenance building.
- The applicant must come back for design approval on all signage for the property.
- The commercial designs are not approved until tenants are chosen and the applicant comes back to the commission with the tenant's building designs.

A discussion ensued on the stipulation to not approve the commercial building designs. Jennifer Holt made an amendment to her motion to approve the designs that where presented at the DRC meeting of 2/3/16 but any changes to those designs must be brought back before the commission for further approval. Robert McGarity seconded the motion, the stipulations and the amended motion. The motion passed unanimously.

5. Administrative Action

A. Correspondence
None

B. Membership
None

C. Other

- 2016 DRC meeting schedule has been posted online. Meetings will continue to be the first Wednesday of the month in Council Chambers at 7pm.
  - Michael Guminiak made a motion to accept the posted dates. Jennifer Holt seconded the motion and the motion passed unanimously.
- Election of Officers:
  - Michael Guminiak accepted the Chairman position for the DRC. The Commission has tabled the election of Vice Chair until a later meeting.
- A policy on the filming of Public Meetings was emailed to Staff Liaisons from the Town Administrator. It is suggested that each Commission adopt the policy. Shaun Gately, Economic Developer, read the email and policy into record. Chairman Michael Guminiak made a motion to accept / adopt the policy. Robin Lockwood seconded the motion and the motion passed unanimously.

6. Guidelines

The Design Guidelines have been approved and accepted by the Planning & Zoning Commission. They were sent to IT to be posted on the Town's website.

7. Other Business

A discussion ensued about various remodeling projects happening around town and how the designs never came to the Commission for review. Chairman Michael Guminiak will talk with the Chairman on Planning & Zoning to gain clarification on what projects need to be reviewed by the DRC.

8. Adjournment

Chairman Michael Guminiak made a motion to adjourn the meeting and Jennifer Holt seconded the motion. The motion passed and the meeting adjourned at 9:15pm.

Respectfully Submitted

Audrey Lanz

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Recording Secretary