

**Town of Vernon
Design Review Commission (DRC)
Wednesday, July 3, 2019
7:00 P.M.
Probate Court Conference Room
(location change due to unavailability of Council Chambers)
Vernon Town Hall
14 Park Place, Vernon, CT**

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DRAFT MINUTES

Members Present: Jennifer Holt, Robin Lockwood and Stephen Ransom
Members Absent: Michael Guminiak

Also present: Shaun Gately, Staff Liaison
Debra Sterling, Recording Secretary

1. Call to Order and Roll Call

Jennifer Holt called the meeting to order at 7:00 p.m. in the absence of the Chairman Michael Guminiak.

All Members introduced themselves.

2. Approval of Minutes of January 2, 2019 meeting

Robin Lockwood made a Motion to Approve the Minutes from the January 2, 2019 meeting. Motion seconded by Stephen Ransom; all in favor for a unanimous vote.

3. Referral from Town Planner

Jennifer Holt read the application description from the Agenda: Application [PZ-2019-06] of Steve Moser, Member of Dart Hill, LLC for Special Permits and Site Plan for parking, storage, distribution and office space for fundraising products at **670 Dart Hill Road** (Assessor's ID: Map 04, Block 0004, Parcel 0003A).

Steve Moser and Wally Carlson, Members of Dart Hill, LLC were present.

Shaun Gately described the reasons for the application and explained that the property was located in the Gerber Zone therefore requiring a Special Permit from the Planning & Zoning Commission. Mr. Gately explained that the use of the property would be the same with the expansion of warehousing, modifying the site plan, and adding an addition to the back of the building.

Mr. Moser presented pictures of the existing building, parking areas and fencing to the Members; pictures will be marked as “Exhibit A” for the record. Mr. Moser explained the fencing would be moved back to create more parking space, same colors would be used on the building with a gable roof.

Members, Robin Lockwood and Jennifer Holt questioned the applicant about proposed plans/drawings of the new addition, lighting plan, signage, fencing and landscaping.

Jennifer Holt explained to the applicant what they typically look for in a presentation which includes receiving proposed drawings and lighting plans; she asked the applicant if they could be provided. Mr. Moser explained he wanted to get through the Special Permit process before spending the money for engineered plans to be drawn up. Ms. Holt stated she thought that the applicant should come back to the Design Review Commission after receiving their Special Permit from Planning & Zoning, with drawings, lighting plans, etc.

Further discussion was held regarding signage, lighting and landscaping. Ms. Holt asked the applicant if he would be willing to add more landscaping, applicant said he would be willing.

Ms. Holt stated they could tentatively approve the application with stipulations and would ask them to come back with drawings and a lighting plan. Nothing has been provided to the commission to agree upon. Additional discussion held regarding dumpster and its location, paving, septic, building colors, building height, roof, signage and landscaping. Ms. Lockwood questioned the applicant’s hours of operation.

Mr. Gately recapped the application and explained to the Members that the Planning & Zoning Commission’s decision was the final authority and they could not defer their decision to another entity.

Ms. Holt stated it was the DRC’s responsibility to review these things and if the Planning and Zoning Commission did not want them to do so, that is the decision of PZC. Members held further discussion regarding lack of documentation; questions to applicant.

Ms. Holt made a Motion to Approve with the conditions that Dart Hill, LLC come back to DRC for a final review of landscaping, building design, lighting and signage. Motion seconded by Stephen Ransom; all in favor for a unanimous vote.

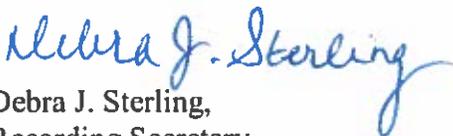
4. Other Business

Discussion was held regarding DRC and PZC procedures.

5. Adjournment

Robin Lockwood made a Motion to Adjourn. Motion seconded by Jennifer Holt; all in favor for a unanimous vote. Meeting adjourned at 7:22 p.m.

Respectfully Submitted


Debra J. Sterling,
Recording Secretary