

MINUTES

Design Review Board
Waterford Town Hall

June 9, 2014
4:30 PM

Members Present: William McNulty, Robert Nye, Peter Davis, Edward Pellegrini, John O’Niell
Alternates Present: Joy Merrill (1 vacancy)
Staff Present: Dennis Goderre, Planning Director; Mark Wujtewicz, Planner
Also Present: Planning & Zoning Commission Chairwoman Gwen Hughes

ITEM #1. CALL TO ORDER

The meeting was called to order and a quorum established.

ITEM #2. DISCUSS ROLES AND RESPONSIBILITIES OF THE DESIGN REVIEW BOARD

Dennis Goderre distributed Sections 22, 22a, 22b and 23 of the Zoning Regulations. Mr. Goderre discussed the roles and responsibilities of the Board, stating they are advisory to the Planning and Zoning Commission. A brief explanation of the differences between site plan and special permit applications was provided. Mr. Goderre noted the board would review all applications which come before the Commission and a report will be issued by the Board in conjunction with each application.

ITEM #3. ESTABLISH REGULAR MEETING DATES AND TIMES

Meetings will be held at 4:30 p.m. on the same days as all regularly scheduled Planning & Zoning Commission meetings. Mr. Goderre will take meeting notes and issue minutes.

ITEM #4. CREATION OF SITE AND ARCHITECTURAL DESIGN GUIDELINES

Samples of design guidelines were distributed. The Board agreed they should develop design guidelines to aid in decision making and providing guidance to applicants. Mr. Goderre noted the guidelines will become part of the zoning regulations, thus requiring a text amendment. The Board agreed to focus upon a general guideline that targets the major forms of development and address ‘big picture’ issues. These guidelines will become the basis of future amendments. Mr. Goderre noted the consultants for the Jordan Village Study are developing guidelines for the Village.

ITEM #5. ELECTION OF CHAIRMAN AND SECRETARY

William McNulty was elected Chairman; Robert Nye was elected Secretary.

ITEM #6. REFERRALS

The Seaside Preservation District Regulation Amendment and the Adaptive Reuse Regulation Amendment were referred to the Board. Mr. Goderre gave an overview of each application and instructed the Board to focus their review on the design elements.

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ITEM #7. ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,

Dennis Goderre, ASLA, PLA, AICP
Planning Director