

**TOWN OF HADDAM
ARCHITECTURAL REVIEW COMMITTEE
PUBLIC MEETING
TOWN HALL
21 FIELD PARK DRIVE
WEDNESDAY, 24 FEBRUARY 2016
UNAPPROVED MINUTES
*Subject to Approval by the Commission***

ATTENDANCE

X	Joseph Bergin, Chairman
X	Lorraine Riess, Secretary
X	Wayne Ritty, Vice Chairman
X	Liz West Glidden, Town Planner
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mr. Bergin, chairman, called the meeting to order at 4:04 p.m.

2. Attendance

Attendance was taken.

3. Additions/Corrections to the Agenda

There were no additions/corrections made to the agenda.

4. Public Comment

None.

5. Discussion of Modification to Previously Approved Site Plan for 18 Killingworth Road, Higganum, Map 14A1, Lot 023, Known as the Hi-Way Package Store, Regarding the Shed Location.

This meeting was originally scheduled for 8 February 2016, but was postponed due to weather to 18 February 2016 and then rescheduled again to 24 February 2016.

Pat Benjamin, engineer, Bascom and Benjamin, and Kamlesh Patel, owner, were present.

Mr. Benjamin stated that he was the engineer when the project initially was reviewed by the Committee and that the site plan was approved showing the shed removed. Mr. Benjamin asked if the Committee had been able to view the site with Committee members responding yes.

Using the site plan, Mr. Benjamin pointed out the shed's previous location to the side of the building and over the setback line and the current location behind the store. Mr. Benjamin reported that Mr. Patel is 1) unable to obtain his Certificate of Occupancy (CO) until this issue is resolved and 2) is unable to receive his final financing until he receives his CO. Mr. Benjamin showed a photo of the shed in its current location (photo not submitted into the record) and noted that the shed contains a snow blower and other equipment to maintain the site. Mr. Benjamin asked if Mr. Patel may leave the shed at its current location.

Mrs. Glidden reported that the shed was shown as removed on the site plan; however, the Committee needs to determine whether its current location is appropriate or not. Mr. Patel stated that he would like to leave the shed in its current location due to its convenience for access to maintain the site.

Mr. Bergin stated that the shed is a temporary structure as it's not on a foundation and requested that the shed be painted (white) and shingled (brown asphalt) to match the existing building as it would blend in better. Ms. Riess and Mr. Ruty agreed. Mr. Benjamin stated that it was a very fair request and Mr. Patel was agreeable. Mr. Benjamin noted that the shed will be gone at some point time. Mr. Patel asked if he could paint the structure when the weather is better. Mrs. Glidden explained the CO process and noted that the painting of the shed could be tied in with the landscaping bond which will cover the plants, lighting, and painting and re-roofing of shed.

MOTION: Joe Bergin moved to approve the modification of the previously approved site plan for 18 Killingworth Road, known as Hi-Way Package Store, based on the applicant painting the shed in question to match the white on the existing building and reroofing the shed with roofing shingles to match the shingles on the existing building; and the relocation of the shed. Wayne Ruty second. Motion carried unanimously.

Mrs. Glidden informed Mr. Patel that she will be revising the bond and that the CO may be signed off either Monday, 29 February 2016, or Tuesday, 1 March 2016.

6. Approval/Correction of the Minutes

Prior to the vote, Mr. Bergin asked if the Committee was to have attended a P&Z meeting to review their sign recommendations. Mrs. Glidden stated that the memo was given to P&Z who has been on the fence in how to handle signs. Mrs. Glidden explained that P&Z has opted to do simple modifications to the sign regulations and have taken in to consideration the Committee's recommendations; however, there isn't a consensus on P&Z on how to proceed with the sign regulations. Mrs. Glidden reported that P&Z would like to create a sign pamphlet that will incorporate the Committee's suggestions. Ms. Riess asked Mrs. Glidden if she needs additional input from the Committee. Mrs. Glidden stated she feels P&Z should work in concert with the Committee. Mrs. Glidden also stated that she felt the Committee's recommendations were very good and a great way to handle the matter.

MOTION: Joe Bergin moved to approve the 19 October 2015 minutes as submitted. Wayne Ruty second. Motion carried unanimously.

7. Chairman's Report

None.

8. Committee Business

In regard to the original approval for Hi-Way Package, Ms. Riess stated that the Committee had asked for was that the windows be simulated divided lights, muntins, etc.; and explained her interpretation of these items. Ms. Riess asked for clarification as to what the Committee asked for as she is seeing pressed tape between two panes of glass v. something that looks more authentic. Mr. Bergin drew several drawings to demonstrate what was asked for – pane of glass, pane of glass, muntin, and spacer bar. Ms. Riess stated that was her understanding. Discussion followed in regard to various window types which Mr. Bergin explained.

Mr. Bergin stated that this raises an interesting question in regard to change of custody of the Committee's approval all the way up to the point of identifying a specific recommendation, the applicant agrees, but doesn't execute it. Mr. Bergin asked what's the Committee's duty and recourse, should they chose too.

Mrs. Glidden stated the recourse would be not to sign the CO; however, in this case it may not be the right approach. Mrs. Glidden also stated that perhaps there needs to be a tighter review process within the Land Use Dept. and having a new building official, who happens to be an architect as well, will be beneficial.

Mrs. Glidden reported that Gary Vivian was hired as the town's new building official; and that one possibility would be to have him attend the ARC meetings. Mrs. Glidden reported that the former building official did receive the initial memo. Mr. Bergin stated the issue isn't a code provision and, therefore, not on the building official's radar. Mrs. Glidden noted that Mr. Patel has had a number of problems with his general contractor; and that she had done the site inspections and caught a number of issues. Mr. Bergin suggested having a discussion on how to address these types of issues – requesting cut sheets (specifications) be shown on construction drawings prior to approval so it's carried to the building official. Discussion followed at length in regard to wet stamps, ARC holding their own site inspections, the Committee members having their own construction drawings for review, and whether or not P&Z would need to approve ARC's inspections.

Mrs. Glidden recapped discussion points: 1) applicant meets with ARC; 2) ARC memo to be cc'd to the building official, P&Z, and the applicant; 3) once P&Z grants approval and construction drawings have been submitted, Committee to be alerted; 4) Mrs. Glidden to work with Mr. Vivian to review drawings in tandem to make sure ARC's concerns outlined in the memo have been addressed; and 5) Committee will be advised when applicant requests CO in order for a site inspection to be held (drive by).

A meet and greet between Mr. Vivian and ARC will be scheduled for Thursday, 24 March 2016, 4:00 p.m., Town Office Building either in the downstairs or upstairs conference room (to be determined).

9. Scheduling of Hearings

None.

10. Adjournment

MOTION: Wayne Ruddy moved to adjourn. Lorraine Riess second. Motion carried unanimously.

The meeting was adjourned at 4:55 p.m.

Respectfully Submitted,

Bunny Hall Batzner

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Recording Clerk