

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

ATTENDANCE

X	Joseph Bergin, Chairman
X	Lorraine Riess, Secretary
X	Wayne Ruty, Vice Chairman
X	Liz West Glidden, Town Planner
X	Jim Puska, Zoning Enforcement Officer
X	Gary Vivian, Building Official
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mr. Bergin, chairman, called the meeting to order at 4:00 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. Reappointment of Members

Discussion followed in regard to what would be involved in the reappointment process (need to go before P&Z). Mr. Bergin, Ms. Riess, and Mr. Ruty stated they would like to serve another two year term. Mrs. Glidden stated she will add the matter to P&Z's 21 April 2016 agenda.

A brief discussion followed in regard to the process should a Committee member chose not to be reappointed (search would be done by P&Z) and whether or not additional members should be considered (based on what has been before the Committee, three members seems to be adequate).

6. Discussion of Land Use Review Procedures for Village District Properties with Gary Vivian, Building Official, and Jim Puska, Zoning Enforcement Officer (ZEO)

Mrs. Glidden introduced Mr. Vivian. Mrs. Glidden noted that Mr. Vivian is also an architect and believes this will allow him to offer another perspective and more diversity to the building official's position.

Mrs. Glidden reported that there has been discussion within the Land Use Office pertaining to the reviewing of plans; in particular, what happens when modifications are brought in. Mrs. Glidden noted that both Mr. Puska and Mr. Vivian both have wet-stamps. Mrs. Glidden explained that the Land Use Office needs to work on the fact that there is always one working set of plans that all departments review and sign off

on. Mrs. Glidden suggested that ARC provide a copy of the comment letter to Mr. Vivian as well as P&Z. Mrs. Glidden stated that she will work with Mr. Puska in signing off the final approvals for the building permit, especially within the Village District. Mrs. Glidden also stated that Mr. Vivian will need to help her in regard to reviewing construction plans as she's more site plan oriented.

Mr. Bergin stated that at the last meeting the muntins were not as expect; and asked how the Committee or town officials would have caught that change. Mr. Bergin stated in the early process of permitting, if it appears as if the Committee has some importance, there will be a psychological effect, that perhaps the applicant or general contractor will not cut corners.

Mr. Puska suggested that in the early stages of the process, the Committee meet on site and discuss with the applicant and/or general contractor in regard to specific items as shown on the plans; and notify them that if changes are made, approval is required and they need to appear before the Committee again. Mr. Bergin stated all of that was said at the hearing; however due to absence of consequence, there's no motivation to come back with a revision(s). Mr. Puska stated if it's blatant disregard, then take the matter back before P&Z. Discussion followed in regard to: 1) minor infractions vs. major infractions; 2) problems that occurred with a particular application; and 3) addressing issues at the permitting stage rather the Certificate of Occupancy (CO) stage.

Mrs. Glidden asked Mr. Vivian if a contractor would typically provide a window profile. Mr. Vivian stated the recommendation letter should also be sent to the Building Dept. noting that during the permitting stage an applicant can show on the paper anything they want, but what the Committee and/or Land Use officials want to hear and see is what's really out there in the field. Mr. Vivian also stated that during a rough inspection, he should be able to pick up on inconsistencies based on ARC's recommendations. Mr. Vivian stated that he hopes P&Z takes ARC's recommendations to heart with both Mr. Bergin and Mrs. Glidden stating P&Z has. Mr. Vivian stated he believes he can assist in this matter.

Mrs. Glidden discussed with the Committee about trying to hold meetings on Thursdays at 4:00 p.m. to allow Mr. Vivian to attend meetings. The Committee was agreeable.

Ms. Riess asked if the Committee had the authority to ask for cut sheets to be included in the plans. Mrs. Glidden stated yes, and that the Committee does ask for them. Mr. Bergin asked Ms. Riess to clarify if she meant physically within the 24 inch by 36 inch drawing. Ms. Riess replied yes, that way it becomes a part of the inspection process and doesn't get by Mr. Vivian. Mr. Vivian stated in that way all parties would be on the same page. Ms. Riess stated if the Committee can ask for a cut sheet, then they can also ask for the window profiles - makeup of the jam and the sill - which would make it easier for Mr. Vivian. Mr. Bergin stated typically a cut sheet will show various options. Ms. Riess stated she would like some type of document that is a very clear specification for items. Discussion followed in regard to eliminating stray pieces of paper and having all specifications on a final set of plans prior to approval.

Mrs. Glidden asked the Committee if they feel the items discussed, when implemented, will provide them with a greater level of comfort. The Committee stated yes. Discussion followed in regard to the applicant needing to return before the Committee if a change is caught in the field. Mr. Vivian stated it would be a failed inspection. Mrs. Glidden stated that neither she nor Mr. Puska would sign off on the CO if the items aren't what are shown on the initial plan. Mrs. Batzner asked if it would provide more teeth if the P&Z motion outlines specifics such as windows, lighting, etc. Mrs. Glidden stated in the past P&Z used to do that, but as the motion contains a notation referencing the plan, it hasn't been done in a while. Mrs. Glidden stated perhaps specific items need to be spelled out again. Mrs. Batzner noted that attorneys and judges look for more detail (conditions).

Mr. Bergin stated that he felt this was a beneficial meeting. Mr. Vivian stated that he was glad to learn that the Committee exists as it serves a purpose of keeping the fabric of the community contextual with what most people would like.

A brief discussion followed in regard to an historic district in town (Landing Road); no regulations to monitor this district; unclear who designated it as such (Mrs. Glidden doesn't believe they are state

registered properties). Mr. Vivian stated that there are state guidelines that should be followed, but unclear who enforces them. Mrs. Glidden stated that the town does not have town historic district regulations.

7. Approval/Correction of the Minutes

Corrections to the 24 February 2016 minutes: page 2, second paragraph, first sentence – change entire sentence to read as follows: “Mr. Bergin asked if the shed is a temporary structure as it’s not on a foundation and that the applicant responded in the affirmative. Mr. Bergin requested that the shed be painted (white) and shingled (brown asphalt) to match the existing building as it would blend in better.”; page 2, 8. Committee Business, first paragraph, first sentence – between “that” and “the” add “what”; and page 2, 8. Committee Business, second paragraph, first sentence – change “change” to “chain”.

MOTION: Wayne Rutty moved to approve the 24 February 2016 minutes as amended. Lorraine Riess second. Motion carried unanimously.

8. Chairman’s Report

None.

9. Committee Business

None.

10. Scheduling of Hearings

None.

11. Adjournment

MOTION: Joe Bergin moved to adjourn. Wayne Rutty second. Motion carried unanimously.

The meeting was adjourned at 4:35 p.m.

Respectfully Submitted,

Bunny Hall Batzner

Bunny Hall Batzner
Recording Clerk