

**TOWN OF HADDAM  
ARCHITECTURAL REVIEW COMMITTEE  
PUBLIC MEETING  
TOWN OFFICE BUILDING  
LAND USE CONFERENCE ROOM  
BASEMENT LEVEL OF TOWN OFFICE BUILDING  
30 FIELD PARK DRIVE  
MONDAY, 19 OCTOBER 2015  
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	Bunny Hall Batzner, Recording Clerk

**1. Call to Order**

Mr. Bergin, chairman, called the meeting to order at 4:05 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 Sign Regulations and Higganum Design Guidelines as they Pertain to Signage in Higganum Village.**

This is a continuation from Thursday, 8 October 2015.

Mrs. Glidden gave a brief review of the Committee's previous discussion - size and number of signs allowed; and stated that the Committee's objective is to provide some design ideas that will go before P&Z. Mrs. Glidden stated that it's her opinion that P&Z is split in regard to whether or not to regulate signs in terms of material or colors; however, they did agree to refer this matter to ARC to obtain an opinion.

Mrs. Glidden stated that she had spoken to Attorney Mark Branse as to what's the best way to implement these suggestions. Mr. Branse suggested that the Committee have numeric standards – size, height, location, and how many allowed within the Zoning Regulations - so there's something quantifiable, and the other items – colors, materials, lettering, etc. - would be in the design standards.

Mrs. Glidden compiled two drafts based on the 8 October 2015 meeting discussion and distributed these to the Committee: 1) Zoning Regulations, Section 7A.3.1 Specific Standards, Sign Standards (Exhibit A, 3 pages) and 2) Design Guidelines, Signage (Exhibit B, 1 page). Mrs. Glidden stated that she would add some photographs to better address what the Committee is looking for.

In reviewing Exhibit A, Mr. Bergin clarified that 7A.4 Permitted Uses does not relate to signs. Mrs. Glidden stated no, that she merely dropped in the Sign Standards to illustrate where it would fit in the regulations. Mr. Bergin suggested a correction under “For multiple buildings in one building . . .” changing “buildings” to “businesses”.

Mrs. Glidden asked the Committee’s thoughts on height requirement under this section. Mr. Rutty asked Mrs. Glidden if her intent was four feet from the ground to the top of the structure as well as four feet maximum for the sign. Ms. Riess asked Mrs. Glidden if she meant the total height would be eight feet. Mrs. Glidden stated her intent was to the top of the posts. Mr. Bergin suggested it be clarified that the intent is to the top of the sign. A brief discussion followed with it being determined it should be worded “Four feet maximum to top of support structure”. Ms. Riess asked about the inclusion of finials/finishing caps. Mr. Rutty stated they would be included. Ms. Riess thought perhaps a little extra footage should be given on the height of the posts to allow for finials.

Ms. Riess asked if the proposed regulations would apply to the plaza in Higganum Center noting the existing signs for AJ’s and Liberty Bank being 16-20 feet high. A brief discussion followed in regard to not having signage blocked by cars parking along the curb.

Mrs. Glidden stated that the Center is supposed to be pedestrian friendly (that’s where the four foot maximum came from) and the intent is to eventually eliminate pylon signs as well as 16 and 20 foot signs. Mrs. Glidden stated that she would not object to a sign not being taller than eight feet and the posts not being higher than 12 feet making the sign visible above the tops of most cars. Mrs. Glidden suggested eight feet and 10 feet in terms of pedestrian scale. The Commission agreed.

Mr. Bergin asked if the area of the sign (12 square feet) would state the name of the plaza. Mrs. Glidden stated it could also state the business; and if there are multiple businesses, the sign would state the plaza with each individual business having a façade sign. Mrs. Glidden stated the Kanaras property and possibly the Rossi property are the only areas where placard signs may be used. Discussion followed in regard to implementing a ratio by frontage. Ms. Riess stated she felt the McKenna property should also be considered. Ms. Riess stated that it would be helpful if the Committee required the street number on the sign. Mrs. Glidden stated that directory signs would probably be based on some type of scale.

Mrs. Glidden stated that one freestanding sign per road frontage would be allowed while noting the Rossi property and DaVinci’s would be allowed two as they have frontage on to roads. Discussion followed in regard to whether or not a single business should be allowed to have a directory sign or a freestanding sign; the sign being relative to the depth of the front yard; the intent as existing buildings are demolished to have the new structures moved closer to the road; directory sign appropriate for structures with multiple businesses; whereas, there’s no need for a directory sign for a single business as it would have a façade sign.

Discussion followed at length in regard to wall signs: 1) how to calculate size of sign; 2) where a sign for a business on the back wall of a structure would be determined (allowed a perpendicular hung sign up to 16 square feet maximum – reviewed on page 6 of Exhibit A). Discussion also followed in regard to wording with Mr. Bergin stating that he was still having a problem with the use of the word “also”. Mrs. Glidden suggested the following wording “Furthermore, each business may have the following” The Committee agreed. Mrs. Glidden will send the revisions to Attorney Branse.

Mrs. Glidden noted that there have been a number of Open for Business flags that are not attractive that have been attached to front facade or access doors. Mr. Bergin suggested entry door rather than access door. The Committee agreed.

In reviewing Exhibit B, Mrs. Glidden pointed out Signs that are Prohibited and asked the Committee for their suggestions. In one of the photos there’s a metal bracket, Ms. Riess asked if the Committee wants to discourage that use. Mrs. Glidden stated that a bracket would be considered hardware. Discussion followed in regard to pylon signs and freestanding directory signs. Mr. Bergin asked if the wording “sheet

metal” rather than “metal” be used in order not to discourage the use of forged metal or cast iron or punch out letters from the metal.

Mrs. Glidden reported that P&Z would like to encourage artsy type signage noting the former Chalk Mercantile white washed bicycle and the antique car with flowers in Tylerville. Discussion followed in regard to an appropriate name to call this type of signage and the Committee having the ability to review signage. Ms. Riess asked if the Committee will now be reviewing all signage within the Village. Mrs. Glidden stated yes, unless the owner is doing an exact replacement of an existing sign.

Mrs. Glidden stated once the Committee develops some form of regulations, it would go before P&Z, and then the public would need to be brought in.

Discussion followed in regard to white backgrounds (discourage bright/icy white). Mrs. Glidden suggested that no more than three colors and types be encouraged. Ms. Riess suggested three colors plus a background color. Mr. Ruddy asked about the use of bright colors and not running into the same issue as what has brought the Committee together at this time. Mrs. Glidden suggested the Committee provide color choices to the applicant and then alert P&Z if there are concerns. Mr. Bergin noted that the Committee can only provide recommendations. Discussion returned to how to identify an acceptable color palette.

The Committee briefly discussed photograph signs, special events/30 day banners are not to exceed 18 square feet (to be handled administratively; require a special permit); bracket signs (not to go above the height of the building); signs that would be discouraged (roof mounted); and durability of signs.

Mrs. Glidden asked how the Committee would like to proceed. Mrs. Glidden will draft a memo that will be submitted to the Committee for their review/comments prior to submitting to P&Z. The Committee will check their availability to meet with P&Z on Thursday, 3 December 2015, 7:00 p.m.

## **6. Approval/Correction of the Minutes**

**MOTION:** Wayne Ruddy moved to approve the 8 October 2015 minutes as submitted. Lorraine Riess second. Motion carried unanimously.

## **7. Chairman’s Report**

None.

## **8. Committee Business**

None.

## **9. Scheduling of Hearings**

None.

## **10. Adjournment**

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

The meeting was adjourned at 5:25 p.m.

Respectfully Submitted,  
*Bunny Hall Batzner*  
Bunny Hall Batzner  
Recording Clerk