



**TOWN OF NEWTOWN
DESIGN ADVISORY BOARD**

MINUTES

Wednesday, November 11, 2020 at 7 p.m.

This meeting was held remotely due to COVID-19 mandates and precautions.

Board members: Frank Caico, George Daniels, Agni Kyprianou, Peter Cloudas (joined 7:24)

Absent: Brook Clark

Staff: Kim Chiappetta - Clerk

Others in attendance: Kiley Gottschalk

Chairman Caico called the meeting to order at 7:05 p.m.

Approval of Minutes:

The minutes were tables until the next meeting.

Approval of the 2021 Meeting Calendar:

Mr. Daniels motioned to approve the 2021 meeting calendar. Seconded by Ms. Kyprianou. All in favor.

Mr. Caico asked the clerk to email calendar invites for the 2021 meetings.

Discussion and Possible Action:

Design Advisory Board process - Review and discuss draft process document:

Mr. Caico explained that the Board is trying to put together guidelines for applicants to review. He asked Mr. Cloudas to circulate what has been documented to date for member to review in advance of the next meeting.

The Chairman noted that the end game is to provide a value ad process so that applicants want to come before the Design Advisory Board. He recommended putting together a checklist for the applicant that would help them prepare for the review, with the possibility that this document could be distributed by the town's Land Use department. Mr. Caico continued to tell members that the document should not be complicated and make applicants afraid to present to the DAB. Mr. Daniels agreed that since the Board does not have any real teeth, they don't want to scare applicants away by making the process too cumbersome. Mr. Cloudas told the group that the regulations use the word "shall" which implies the applicant must present to the DAB if requested by P&Z. Ms. Kyprianou clarified that as she understood the Planning Director in the July meeting, applicants are not required to go before the DAB but are requested. Mr. Cloudas read from the regulations, "shall obtain a report or recommendation from the Design Advisory Board", which he felt clarifies that DAB is required.

The group continued to discuss the best time in the process to meet with the applicant. Mr. Cloudas said that it may be best to meet with the applicant before their design to help them with feedback that they can use in their planning and design work. Mr. Caico pointed out that if the applicant goes before the DAB earlier in the process they will not have much information to provide, and if they come later in the process then the DAB will be less able to make recommendations. The group also discussed the possibility of obtaining a copy of the designs presented to P&Z that could be reviewed in absence of the applicant coming before the DAB. DAB can then report back their recommendations to P&Z.

The Chairman recommended drafting a memo that could be sent to the Planning Director, George Benson, with the following recommendations:

- 1) The application form should have a section that identifies if the project falls within the Design Advisory Board jurisdiction.
- 2) If it does, then P&Z or Land Use need to provide a copy of the application to DAB.
- 3) The applicant should be asked to join a DAB meeting which is held every 2nd Wednesday of the month.
- 4) Land Use provides a checklist to the applicant listing things they must be prepared when presenting to the DAB.

The group discussed details of the checklist.

Follow-up tasks were assigned as follows:

- 1) Contact George Benson to understand the application process. – Mr. Caico
- 2) Create a draft checklist – Mr. Cloudas
- 3) Document a flowchart to understand how the process works. (Intended to be attached to the checklist to help the applicant understand process.) – Mr. Caico to leverage existing flow chart in South Main Street Design District regulations.

Mr. Cloudas informed members that the some of the process is best outlined in the Sandy Hook Design District regulations.

Member Comments and Updates:

None.

Adjourn Meeting

Mr. Cloudas moved to adjourn. Ms. Kyprianou seconded. All were in favor and the meeting was adjourned at 8:15 p.m.

*Respectfully submitted,
Kimberly Chiappetta, Clerk*