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TOWN OF NEWTOWN
DESIGN ADVISORY BOARD
MINUTES
September 20, 2018, 2:30 PM
Health Meeting Room, 3 Primrose Street

Present members: Phil Clark, Kathy Geckle, Peter Cloudas,
Also present: George Benson, Director of Planning for Newtown, Don Mitchell, Chairman
of Planning and Zoning Commission.

Meeting opened at 2:40 pm.

Mr. Benson stated the purpose of the meeting was to have a discussion regarding the procedures and policies of the Design Advisory Board (DAB) and how the DAB works with the Planning and Zoning Commission (P&Z.) Mr. Benson distributed packets to the DAB from the Town Code Book describing the duties of the DAB.

Mr. Mitchell gave an overview of the Plan of Conservation and Development (POCD) which gives guidance to P&Z and the DAB.

The DAB questioned their purview and the purpose and scope of responsibilities. Mr. Mitchell stated the DAB's responsibilities are to review proposed developments in the Special Design Districts referred to DAB by the Planning and Zoning Commission. Mr. Benson stated each Design District has separate guidelines which are described in the packet.

There was a discussion on the South Main Street District. Mr. Benson explained how each section is treated differently because of different zones and regulations. Mr. Mitchell stated that by possibly creating a Special Development District within the South Main Street District the DAB would then be able to review.

Mr. Clark suggested including a statement from the POCD in the applicants' packet describing the purpose of the DAB Commission. Mr. Cloudas suggested giving the applicant specific guidelines for required documents due at time of submission. The documents would be district specific. Mr. Benson suggested an application form.

There was a discussion as to when the applicant should submit their plans to DAB. Mr. Cloudas suggested steering people towards the DAB earlier in the application process. Mr. Benson suggested giving the applicant the DAB application at the pre-app meeting.

Mr. Cloudas moved to adjourn. Ms. Geckle seconded. All in favor. Meeting adjourned at 3:25 pm.

Respectfully Submitted,
Dawn Fried