



**TOWN OF NEWTOWN  
DESIGN ADVISORY BOARD**

MINUTES

Wednesday, January 8, 2020 at 5:00 p.m.  
Activity Room A, Community Center  
8 Simpson Street, Newtown, CT

**Board members:** Peter Cloudas, Agni Kyprianou

**Absent:** Phil Clark, Frank Caico

**Staff:** George Benson, Director of Planning; Christine O'Neill, Clerk

Mr. Cloudas chaired the meeting in Mr. Clark's absence. Mr. Cloudas called the meeting to order at 5:17 p.m.

Minutes

Mr. Cloudas motioned to table the approval of the minutes from the meeting of December 16, 2019 until there was a quorum of those present. Ms. Kyprianou seconded. All were in favor and the approval of the minutes was tabled.

Discussion of Design Advisory Board draft application

Mr. Cloudas commented that the application draft looks good, but that after discussing the process there may be slight alterations. Ms. Kyprianou wished for a date to be added to the application.

Mr. Cloudas synopsisized that Mr. Clark had taken the Town of Monroe's Design Advisory Board application as a template for his initial draft, which was then handed over to Ms. O'Neill for revisions. The Board examined the draft.

Mr. Cloudas suggested that the submission materials listed on the application should include at what stage in the process each item is needed, or that perhaps the application should not list the submission materials but refer to a more detailed process document. Ms. Kyprianou was in favor of keeping things as simple as possible for the applicant, rather than referring them to other documents.

Ms. Kyprianou and Mr. Cloudas came up with the following suggestions for the draft application:

- 8.5"x11" inch paper is not large enough for renderings.
- The "3D Renderings" section should have added, "a minimum of three different viewpoints"
- The "Materials/Finishes" section should add: "When samples are too cumbersome or not practical to bring to the meeting, spec sheets can be submitted under discretion of the DAB." The spirit of this revision is that, while it would not be appropriate for an applicant to bring an HVAC unit or lighting fixture, samples of the actual siding or roofing being used should be submitted.

- In the same section, “provide samples of materials” should say “samples of *actual* materials.”
- In the same section, “8.5”x11” boards” should be “8.5”x11” boards at a minimum.”
- The application should include the line, “Anything that is to be presented at the meeting must be submitted in advance,” so that the Board members are able to closely examine hard copies while the applicant is presenting.

Mr. Cloudas motioned to table the discussion of the draft application and to move on to the process. Ms. Kyprianou seconded. All were in favor and the item was tabled.

#### Discussion of Design Advisory Board responsibilities

Mr. Cloudas explained a new protocol he was proposing for the Board, outlined in a document, which had five stages: application acceptance, preliminary design review, formal design review, final design review, and construction phase review. He commented that for simple applications, the Board may choose to combine or skip certain steps.

Mr. Benson stated that the Board would not participate in a construction phase review; the Board was to make recommendations, which the Planning and Zoning Commission (PZ) can choose to make a condition of approval. He added that the Land Use Agency only has power to enforce what PZ approves, not recommendations from the Board.

Mr. Cloudas countered that he was proposing the construction review phase only “at the order of the Zoning Enforcement Officer,” in case there is a similar situation to Pleasant Paws, where construction is underway while the applicant is before the Board. Ms. Kyprianou shared that Mr. Cloudas’s draft reads as though Board members would be going to the construction site to police the implementation of their recommendations, which Mr. Benson agreed was beyond their scope. Mr. Benson added that if he needed a member of the DAB on the construction site for some reason, he had the authority to invite them without writing it down as a part of a process.

Ms. Kyprianou said that if the process becomes too complicated, applicants will not participate in the Design Advisory Board, since it is voluntary. Mr. Cloudas said they would have to participate if the Land Use Agency made it mandatory, but Mr. Benson said he would not do that.

Ms. Kyprianou commented that it would be good to discuss this further in full attendance, and added that she liked the idea of having monthly meetings even if there are no pending applications, to continue working on these matters.

Ms. Kyprianou and Mr. Benson imagined creating a “DAB Pre-Application” to go over a project at a conceptual stage, even if applicants may only have preliminary sketches. Mr. Cloudas was in favor. All present agreed that giving the applicant some direction at the beginning of the process could go a long way.

Mr. Benson wished to keep as much information as possible on the application itself, without creating other regulations that the applicant would need to reference.

Ms. O'Neill will put together a draft of a Pre-Application form.

Mr. Cloudas suggested creating a "working group" to focus on application and process discussions, but added that the full group should be present to make that decision.

Mr. Cloudas made a motion to table the discussion to the next meeting. Ms. Kyprianou seconded. All were in favor at the motion was tabled.

Adjournment

Mr. Cloudas made a motion to adjourn. Ms. Kyprianou seconded. All were in favor and the meeting was adjourned at 5:53 p.m.

*Respectfully submitted,  
Christine O'Neill, Clerk*