



**TOWN OF NEWTOWN  
DESIGN ADVISORY BOARD**

**MINUTES**

Wednesday, February 12, 2020 at 7:00 p.m.  
Activity Room A, Community Center  
8 Simpson Street, Newtown, CT

**Board members:** Phil Clark, Peter Cloudas, Agni Kyprianou  
**Absent:** Frank Caico  
**Staff:** Christine O'Neill, Clerk; Rina Quijano, clerk-in-training  
**Also present:** George Daniels

Mr. Clark called the meeting to order at 7:15 p.m.

Although George Daniels has not yet been sworn in with the Town Clerk, he is in the process of being accepted onto the Board and came tonight to observe. The Board had several questions regarding the process of how someone is accepted onto the DAB and what role the current members play in making the decision to accept a prospective candidate.

Minutes

Mr. Cloudas moved to table the approval of the minutes from the meeting of December 16, 2019 until Mr. Caico is present. Ms. Kyprianou seconded. All were in favor and the item was tabled. Mr. Clark indicated that he would like his name removed from the list of Board Members on those minutes, so the Clerk will make that change before the next meeting.

Mr. Cloudas made a motion to approve the minutes from the meeting of January 8, 2020. Ms. Kyprianou seconded. All were in favor and the minutes from January 8, 2020 were approved.

Discussion of Design Advisory Board draft application

Mr. Cloudas summarized what was discussed at last meeting, and emphasized that procedures and processes should be sorted out before the draft application is approved. Mr. Clark agreed with Mr. Cloudas, but he felt it was more important to get an application published and ready for use as soon as possible, even if not everything has been decided regarding procedures and processes. The point is to avoid applicants coming to meetings with the wrong materials or not knowing what they need to bring, which results in multiple hearings and the Board not having the right resources to make an informed decision.

Mr. Cloudas explained that the process document he created last time was a rough draft to stimulate thought. He wanted feedback from the Board.

Ms. Kyprianou recalled that at the previous meeting, there were some differences of opinion between Director of Planning George Benson and Mr. Cloudas based on Mr. Cloudas's process document. Mr. Cloudas attested that his document does provide for different scenarios, such as a

project coming to the Board in the middle of the construction phase as the Pleasant Paws project did, but not every step outlined will be taken for every application.

Ms. Kyprianou pointed out that Mr. Benson had a problem with some of the stages, since the only authority the Design Advisory Board has is to advise and make recommendations to the Planning and Zoning Commission and Land Use Agency.

Mr. Cloudas and Ms. Kyprianou both agreed that Pleasant Paws is a perfect example of a project that went through the DAB approval process, and yet what is currently going up at the construction site is not what was approved. Mr. Clark suggested sending a letter to the Land Use Agency pointing out that the architecture appears to be non-compliant, and that is more or less where the DAB's responsibility ends. At that point it's up to the Zoning Enforcement Officers to take action.

Mr. Clark wanted to clarify Mr. Cloudas's idea of the process. He examined Mr. Cloudas's process document and outlined the various meetings an applicant would need to go through, like the acceptance stage, the presentation stage, the approval stage, etc. Mr. Cloudas clarified that not every stage would result in a meeting.

Mr. Cloudas asked that the Board read his process document ahead of time so that they could discuss the content rather than him trying to introduce it to them for the first time. Mr. Clark said he will read it tomorrow and they can discuss next time. He asked the Clerk to resend the process document to Mr. Caico and request that he read it as well, in preparation for next meeting.

Mr. Cloudas pointed out that "Submission Materials" is on both his process document and the application, which he thought should be resolved – but that was the only real issue he had with the draft of the application as it stood.

Ms. Kyprianou asked if the Board wanted to see an applicant at three or four different meetings. Mr. Clark said no. Mr. Cloudas clarified that the stage of accepting the application can happen over email. Ms. O'Neill and the Board discussed if this would be the responsibility of the Clerk or something that the Board needed to review. Mr. Clark said that the Clerk should be able to review the documentation and tell the applicant if they are missing something, then send the materials to the Board via email.

Ms. Kyprianou wished to delete the line in the application under the "Physical materials/Finishes" section that says, "on sheets or boards (min size: 8.5"x11", please provide larger if necessary)."

Mr. Cloudas added that if an applicant brings in a physical material, such a sample of stone that will be used, that needs to be captured in a record even if the physical samples are not kept. Mr. Cloudas referenced his process sheet, which addresses this in detail.

**Mr. Cloudas made a motion to approve the draft DAB application with the following amendment: the deletion of the line under the "Physical materials/Finishes" section that**

**says, “on sheets or boards (min size: 8.5”x11”, please provide larger if necessary).” Ms. Kyprianou seconded. All were in favor and the application was approved.**

Discussion of Design Advisory Board responsibilities

For future agendas, Mr. Cloudas would like “Discussion of DAB responsibilities” to read “Discussion of DAB process”. The Board was in agreement.

Adjournment

Mr. Cloudas made a motion to adjourn. Ms. Kyprianou seconded. All were in favor and the meeting was adjourned at 7:56 p.m.

*Respectfully submitted,  
Christine O’Neill, Clerk*