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DESIGN REVIEW ADVISORY COMMITTEE
Minutes
Wednesday, February 2, 2005
Public Works Conference Room
Second Floor Town Hall

Members in Attendance:

Jay Hallinan, Bruce Bockstael, Andrea Boyle, Joseph Hickey and Steve Hine.

Also in attendance: Peter Gillespie, Economic Development Manager/Town Planner.

The meeting was called to order at 6:30 p.m.

Minutes

Mr. Hickey motioned to approve [the minutes of the January 13, 2005 meeting](#). Mr. Bockstael seconded the motion, all voted in favor.

Elections

Mr. Bockstael suggested Mr. Hickey should be elected Chair of the Committee. Mr. Hickey noted that he had been Chair of other Boards and Commissions in the past and felt Mr. Bockstael would be an appropriate Chair.

Mr. Hickey motioned to elect Mr. Bruce Bockstael as Chairman of the Design Review Advisory Committee, Mr. Hallinan seconded the motion and all members voted in favor. Bruce Bockstael motioned to elect Mr. Hickey as Vice Chair, Mr. Hallinan seconded and all members voted in favor.

Mr. Bockstael motioned to elect Jay Hallinan as Clerk, Mr. Hine seconded the motion and all voted in favor.

Projects

1. Canopy Building and Ground Signs, 930 Silas Deane Highway, Valero, Central Sign (Sunoco Station at the corner of Silas Deane Highway and Maple Street).

Mr. Brent McWilliams of Central Sign and Crane of Morristown, NJ was present to represent the applicant - Valero. Mr. McWilliams referred to the application packet which contained existing and proposed sign photographs and a summary letter of the proposal which included 2 canopy signs, 1 wall sign on the building and a new free standing sign.

Mr. McWilliams described the ground sign with price and letters no larger than 15 inches with a skirt around the base. A site plan was reviewed. Mr. McWilliams plans to internally illuminate the sign which would not exceed 32 square feet. The sign would contain the Valero logo and the numbering area would contain gas price information. Mr. Hallinan noted that the sign is a bit larger than the existing size.

Mr. McWilliams described the campus signs (2) on the north and south side of campus as 16 square feet each for a total of 32 square feet with a Valero "swoosh" which is 10 feet long internally illuminated.

Mr. Gillespie noted that the proposed wall sign on the building "food mart" exceeds the maximum square footage allowed. Mr. McWilliams agreed to remove the sign from the application.

Mrs. Boyle questioned the proposed yellow and teal color scheme. Mr. McWilliams explained that a tin product would be applied to the canopy for the colors.

Mr. Bockstael motioned to approve 2 signs:

- Free standing price sign at 32 square feet, 8 foot high with the condition that the sign is revised to include a skirt at the base of the sign, landscaping around the sign, price, numbers and letters will not exceed 12 square feet.
- (2) canopy signs with the word Valero and corporate swoosh with the corporate colors yellow and teal.

Mr. Hickey seconded the motion and all members voted in favor.

2. Wall sign, 1060 Silas Deane Highway, Wingsite Displays, Inc., Steve Perez.

Mr. Steve Perez representing Wingsite Displays, Inc. was present to describe the proposed 60 square foot logo sign to be applied to the front wall of the building. The prepared logo is an "airplane" shape with applied mounted letters. Mr. Perez will utilize existing ground lights to illuminate the building. Mr. Bockstael noted that the size is well under the maximum permitted. Mrs. Boyle questioned what type of materials. Mr. Perez replied that the letters are aluminum and the sign material is a 3/4 inch outdoor sign material.

Mr. Hine suggested the need for landscaping to shield ground lights.

Mr. Bockstael motioned to approve the sign proposal as submitted with a condition that a landscaping plan is submitted and installed to screen the ground lights from the street.

Mr. Hickey seconded the motion and the vote showed all members in favor.

3. New Free Standing Sign, Voices LLC, 396 Silas Deane Highway.

Ms. Joy Burchell was present and thanked the committee for adding this item to the agenda. Ms. Burchell explained that the site is the white building north of the Food Bag convenience store on the Silas Deane Highway. The proposed sign is 5 feet 2 inches high, 3 feet wide, containing Voices logo and the names of the practitioners. The sign would be illuminated with ground lights located in front lawn area. Mr. Gillespie stated that he has reviewed the sign and it complies with the minimum requirements of the zoning regulations. Mr. Hickey expressed his opinion that landscaping is needed. Mr. Hallinan noted that this sign mimics the chiropractor sign two buildings to the north.

Mr. Hickey motioned to approve the free standing sign as proposed with a condition that landscaping is added to screen the lights at the base of the sign to block glare to vehicles on the highway, Mr. Bockstael seconded the motion and the vote showed all members in favor.

4. Addition of 42 elderly housing units, AHCPA Apartments, 1532 Berlin Turnpike, Peter Argiros, Architect.

Mr. Argiros, architect for the project was present to review site and building plans for this project. Mr. Argiros presented display boards and photos of the site. Mr. Argiros summarized the proposed addition which would be four stories with a walk out basement to accommodate 42 additional apartment units. Mr. Argiros stated that the exterior is a brick veneer to match the existing building. Mr. Argiros noted that the project requires several variances which are being requested from the ZBA. Mr. Hickey noted that this project will help the town to achieve its target of low-moderate income residential units.

Mr. Argiros handed out copies of the proposed site lighting detail and dumpster screening details.

Mrs. Boyle questioned where the outdoor public space will be. Mr. Argiros explained that a small outdoor plaza area will be created.

Mr. Argiros noted that the site is a challenge to work with.

Mr. Hickey questioned the tree selection namely the crab apple trees. Mr. Gillespie noted that the plan does not meet the landscaping requirements regarding the number of trees. Mr. Bockstael suggested the need for a judicious amount of trees to buffer the next door apartment complex.

Mr. Bockstael motioned to request that the project include more landscaping density and screening particularly along the roadway. Mr. Hickey seconded the motion and the vote showed all in favor.

Meeting Schedule 2005

The 2005 meeting schedule was reviewed and it was agreed to meet on the first and third Wednesdays of each month.

Proposed Checklist for Submission Requirements

The draft checklist of submission requirements was reviewed. Mr. Bockstael suggested that floor plan requirements are included. The draft design review criteria were reviewed as well as the Pre-Application Review Form. Mrs. Boyle suggested that the committee in the future should develop examples with photos of recommended design approaches.

January 19 Joint Meeting with PZC

Mr. Bockstael noted that the January 19 joint meeting with the PZC went well and it was agreed that if possible both parties should hold pre-application reviews together if possible.

Design Review Workshop at CCSU

Mr. Bockstael thanked Mrs. Boyle, Mr. Hickey and Mr. Gillespie for attending the January 21 Workshop on Design Review at CCSU. Mr. Bockstael stated that the towns of Greenwich and Stonington were used as examples. An attorney explained the legal issues and an exercise on contextual review was held. Mr. Bockstael felt the workshop was helpful. All members were given copies of the handouts.

Mr. Gillespie will try to schedule a future workshop will with more comparable communities with Design Review (ie.Middletown, West Hartford)

Adjournment

Chair Bockstael adjourned the meeting at 8:15 p.m.

Respectfully Submitted
Jay Hallinan, Secretary