

**TOWN OF EAST HAMPTON
DESIGN REVIEW BOARD
SPECIAL MEETING
THURSDAY, JANUARY 25, 2024
6:30 P.M.
TOWN HALL 2ND FLOOR MEETING ROOM AND VIA ZOOM
MINUTES**

Present: Chairman Kevin Burnham, Vice Chairman Zachary Nelson and Glenn Curtin with Town Manager Dave Cox.

Absent: Scott Hill.

Call to Order: Chairman Burnham called the meeting to order at 6:44 P.M.

Approval of Agenda: *A motion was made by Mr. Nelson, seconded by Mr. Curtin, to approve of the agenda as submitted. Voted 4-0 in favor.*

Approval of Minutes:

- A. Regular Meeting of December 21, 2023:** *A motion was made by Mr. Curtin, seconded by Mr. Cox, to approve the December 21, 2023 regular meeting minutes with no changes. Voted 4-0 in favor.*

Public Comment: None

Plan Reviews

- A. Review of Sign for 9 Middle Haddam Road – Veterinary Office:** Applicant Jonathan Gustafson attended the meeting to present and answer the member's questions. The sign for the veterinary clinic would be made of the wood from the barn on the property. There will be a little roof on the top of the sign that would hang over slightly. Letters will be cut out of PVC to give a 3D look and style. The sign will be four feet by four feet with two posts to hold the sign and two spot lights to shine down on the sign. It will be posted to the left of the driveway perpendicular to the road. The members advised to make sure the sign isn't in the sightlines of the right of way to avoid encroachment. The lettering would be white with cobalt blue painted on the edge to further help the letters pop or stand out. The roof would consist of PVC and would hang over the sign a little on both sides for some protection. The trim on the top will be grey and the material on the roof will be dark grey. The textured strips on the roof will match the siding on the main building. The style and color will match that of the main building on the property. It was suggested to use goose neck lighting to illuminate the sign from above. Another suggestion was to install LED light strips on the underside of the roof to illuminate the sign. The members and applicant discussed how the sign would attach to the posts. It was suggested to notch the posts so the sign would slot in place.
- A motion was made by Mr. Curtin, seconded by Mr. Nelson, to recommend approval of the application as submitted with the conditions that the applicant paint the lettering white with cobalt blue on the edges, to have LED down lighting in the roof line and if not to work*

with the town staff on the lighting plan, work with the Building Official on setting the sign on the property. Voted 4-0 in favor.

New Business: None

Old Business: None

Public Comment: None

Adjournment: *A motion was made by Mr. Nelson, seconded by Mr. Cox, to adjourn the meeting at 7:03 P.M. Voted 4-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk