

**TOWN OF EAST HAMPTON**  
**DESIGN REVIEW BOARD**  
**REGULAR MEETING**  
**THURSDAY, APRIL 21, 2022**  
**6:30 P.M.**  
**VIRTUAL MEETING VIA ZOOM**

**MINUTES**

**Present:** Zachary Nelson (arrived at 6:33 P.M.), Kevin Burnham, Chairman Michael Chicoine, Glen Curtin, with Jeremy DeCarli and Town Manager Dave Cox.

**Absent:** Scott Hill

**Call to Order:** Chairman Chicoine called the meeting to order at 6:31 P.M.

**Public Comment:** None

**Approval of Minutes**

- A. Regular Meeting of March 17, 2022:** *A motion was made by Mr. Cox, seconded by Mr. Burnham, to approve of the March 17<sup>th</sup>, 2022 regular meeting minutes with no changes. Voted 5-0 in favor.*

**Plan Reviews**

- A. Continued Review of 20 East High Street – Site Plan Modification:** Todd Clark, the architect for Mr. Rand and the project, joined the call to present and answer questions from the members. They will be raising the grade for ease of use for the handicap access on the side of the building. Bigger windows will be installed to better open the front of the building. This will hopefully to make the building and site more approachable for new businesses and potential customers. The siding will be kept white with some blue shutters, awnings, and accents around the building. The plan is to have vintage looking signs rather than backlit signs for possible incoming businesses. They will be using coach lighting on the building. The building may need a re-roof using architecture shingles. The railing will extend from the retaining wall and follow the sidewalk around the building. Most of the parking will use the top parking spaces with the lower parking lot will be repaved from the back corner to the front. There will be stone veneer on the bottom of the building with vinyl siding covering the rest of the building on the lower level of the site. Gooseneck lighting will be used for the lower level of the building. The plan is to keep the lighting style more traditional while keeping the light exposure down. The natural grade is being changed to match with the first floor level. The stones shape of the stone veneer will be more rectangular. The awnings will be installed over the windows in front and over the side doors on the lower level. Mr. Rand will get the stone veneer material to

the members for them to review. The members discussed the three different sized overhead doors on the lower level of the building. There were suggestions on how to make all three doors the same size. The doors were built into the concrete walls and floor making them very sturdy. These factors would make it tricky to change the overhead door heights. The members observed that the gooseneck lighting may be obstructing the signage for the businesses. It was suggested to have the lights a little higher above the signs to keep them visible. The members need a lighting plan for the parking lots and the landscaping plan for the site. There was a suggestion to double check the plant list for any invasive species. There is a newly identified invasive plant on the list given to the members. The standard for handicap spaces is 1 for every 25 parking spots. There are 53 parking spaces on site making it 3 handicap spaces with 1 van accessible. The members discussed re-evaluating the parking spots and turning radius on the Route 66 side of the parking lot. There will be a lot of changes made to the inside of the building as well. The offices will be demolished on non-bearing walls. The non-bearing walls are in the center of the building running perpendicular from the street to the back of the building. There is a plan for the lower level and the first floor with a set of stairs to connect both for ease of access from businesses and levels of the building. The retaining wall on the left in front is 10 feet tall and tapers down as it goes towards the back of the building. The members discussed changing the name, Town Hall Square, so as to avoid any confusion from the residents and the community. The name is not official and can be changed. *A motion was made by Mr. Burnham, seconded by Mr. Cox, to recommend approval of the site plan for 20 East High Street with the conditions that the two north garage doors on the lower level should be the same size, the gooseneck lighting should be adjusted so as not to block and properly light the signage, to use other plantings other than the Cleveland Select that is considered invasive, the board has concern regarding the northern most parking space on the lower level as far as exiting, the board would like to see the stone veneer sample due to concern over the quantity of use on the lower side elevation, and the board wants to see the final signage points and a lighting plan for the site. Voted 6-0 in favor.*

**New Business:** None

**Old Business:** None

**Public Comment:** None

**Adjournment:** *A motion was made by Chairman Chicoine, seconded by Mr. Burnham, to adjourn the meeting at 7:11 P.M. Voted 6-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk