

Town of East Hampton

Design Review Board

Regular Meeting

Thursday, August 17, 2017

6:30 P.M.

Building Department Meeting Room

Draft Minutes

Present: Chairman Kevin Burnham, Vice Chairman Scott Hill, Michael Chicoine, and Tom Adams, with Building Official Glen LeConche.

Call to Order and Pledge of Allegiance

Chairman Burnham called the meeting to order at 6:30 P.M. in the Building Department Meeting Room.

Approval of Minutes

Mr. Chicoine approved, seconded by Mr. Adams, the minutes from the June 30, 2016 regular meeting. **(Voted 4-0)**

Plan Reviews

- A) The applicant for the sign approval for ECO Coffee Shop presented a picture of her sign to the members. The sign is made of recycled wood with a marine epoxy coating. The sign will be affixed directly to the building and will fill the space from the previous business sign.

A motion was made by Mr. Chicoine, seconded by Mr. Adams, to approve of the sign at 6:41 P.M. **(Voted 4-0).**

- B) The sign for “Yellow Marigold Massage” needs to meet ADA guidelines for appropriate approval from committee. There isn’t enough information about where the sign is going to be located. There was also no other paperwork or communications from the owner other than an emailed picture of their sign they’re trying to get passed. The Design Review Board needs to know the dimensions of the sign and the location of the sign on the building.

A motion was made by Chairman Burnham, seconded by Mr. Adams, to not recommend the sign for approval and to table it for the time being at 6:55 P.M. (**Voted 4-0**)

Continued Business

A motion was made by Chairman Burnham, seconded by Mr. Hill, to add an item 7B Discussion of Applications forwarded to the Design Review Board to the agenda at 7:00 P.M. (**Voted 4-0**)

New Business

A motion was made by Chairman Burnham, seconded by Mr. Hill, to appoint Mr. Adams as the new Chairman and Mr. Chicoine as the new Vice Chairman for the Design Review Board at 7:15 P.M. (**Voted 4-0**)

The Design Review Board discussed, in the past, changing their meeting times so the Planning and Zoning staff gets time to give the board all the info for any design applicants in town. The applicants should be able to go before the board to get design approvals. A recommendation for the members of the board to understand the ADA law for signage in the town was made for the board to be more helpful and effective in future projects. The board also talked about putting together a meeting with Planning and Zoning to discuss how to make the board more effective for the citizens of the town.

Public Comment

None

Adjournment

A motion was made by Chairman Burnham, seconded by Mr. Chicoine, to adjourn the meeting at 7:30 PM. **Voted (4-0) in favor.**

Respectfully Submitted,

Katrina Aligata

Recording Clerk