

**TOWN OF HADDAM**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**PUBLIC MEETING**  
**HADDAM TOWN OFFICE BUILDING**  
**CONFERENCE ROOM**  
**30 FIELD PARK DRIVE**  
**TUESDAY, 3 JUNE 2014**  
**UNAPPROVED MINUTES**  
*Subject to Approval by the Committee*

**ATTENDANCE**

X	Joseph Bergin, Chairman
X	Lorraine Riess, Secretary
X	Wayne Rutty, Vice Chairman
X	Liz West Glidden, Town Planner
X	Bunny Hall Batzner, Recording Clerk

**1. Call to Order**

Mrs. Glidden called the meeting to order at 4.05 p.m.

**2. Attendance**

Attendance was taken.

**3. Additions/Corrections to the Agenda**

None.

**4. Public Comments**

None.

**5. Election of Chairman, Vice Chairman, and Secretary**

**MOTION:** Lorraine Riess nominated Joe Bergin as chairman. Wayne Rutty seconded. Motion carried unanimously.

**MOTION:** Joe Bergin nominated Wayne Rutty as vice chairman. Lorraine Riess seconded. Motion carried unanimously.

**MOTION:** Wayne Rutty nominated Lorraine Riess as secretary. Joe Bergin seconded. Motion carried unanimously.

**6. Discussion of Process for Architectural Review Committee**

Mrs. Glidden explained how the Committee will function from administrative matters to the handling of meetings (scheduled based on the submission of applications); that applicants will be asked to submit three sets of plans with cover letter to the Committee for their review and recommendation prior to filing a Planning and Zoning (P&Z) application; that Committee meeting

minutes will service as notification to P&Z; and that P&Z will hold a public hearing and meeting on the matter and render a decision.

Mrs. Glidden distributed copies of a Town of Canton Design Review Team memo and the Town of Simsbury's Design Review Board minutes as samples for the Committee's review. A brief discussion followed with Mrs. Glidden suggesting that the Committee make verbal motions and outline conditions rather than formal written motions. Mrs. Glidden noted that if the Committee recommends significant changes to a plan, the applicant may need to come back before them for a new review.

Mrs. Glidden reported that there will be two applications within the near future. Hi-Way Package Store – proposed changes include upstairs apartments and possible clean up to the parking area and changes to façade. Duffy's Pub – Greg McKenna, new owner, to take down existing building to construct new pharmacy; proposal calls for moving structure closer to road with parking in the rear. No drawings at this time, only discussion with Mr. McKenna's representatives.

Mrs. Glidden explained that materials pertaining to applications will be available a minimum of one week prior to a meeting to allow the Committee sufficient time to review and prepare questions/comments. A brief discussion followed in regard to public hearing v. public meeting or workshop. Mrs. Glidden will check with other towns to see how they handle this and email the information to the Committee. Mrs. Glidden noted that the Committee is advisory and that P&Z will make the final decision.

A brief discussion followed in regard to meeting date/time/location. The Committee agreed that meetings will be held on Tuesdays at 4:00 p.m. in the Conference Room at the Town Office Building on an as need basis.

#### **7. Approval/Corrections of the Minutes**

None.

#### **8. Chairman's Report**

None.

#### **9. Scheduling of Hearings**

None.

#### **10. Adjournment**

**MOTION:** Joe Bergin made a motion to adjourn. Lorraine Riess seconded. Motion carried unanimously.

The meeting was adjourned at 4:48 p.m.

Respectfully Submitted,

*Bunny Hall Batzner*

Bunny Hall Batzner  
Recording Clerk