

To: Mayor Mark D. Boughton and Members of the Common Council

Re: Minutes of the Common Council Committee of the Whole held on June 25, 2007

The members were recorded as:

Present- McMahon, Nagarsheth, Johnson, Calandrino, Visconti, Chianese, Saadi, Cavo, Basso, Rotello, Diggs, Techolz, Seabury, Stanley and Taborsak

Absent: Mr. Riley and Mr. Trombetta are on vacation, and Mr. Perkins is working, and Mrs. Saracino is attending another meeting

16 Present - 4 Absent - 1 Vacancy

Design Review Board – Code of Ordinance, Section 2-44

Mr. Visconti moved recommend the approval of the Ordinance, section 2-44, Design Review Board. Seconded by Mr. Chianese.

Discussion followed concerning the location of the Historic District in Danbury, and if there is another review board in place, and if the Council needs to take the advice of this board. These questions were address by Director of Planning, Dennis Elpern. There were also some legal issues that were addressed by Deputy Corporation Council Attorney Robin Edwards.

Mr. Elpern handed out a map the members of the Council. This map shows the Main Street Historic District. He also stated the City Center Danbury has its own architectural review committee which was established in 1995. The new Review Board does not have to take the advice of this committee.

Motion passed unanimously.

Respectfully Submitted,

Jeanette Nicosia
Recording Secretary



ORDINANCE ³⁰¹

CITY OF DANBURY, STATE OF CONNECTICUT COMMON COUNCIL

Be it ordained by the Common Council of the City of Danbury:

DESIGN REVIEW BOARD

Sec. 2-44. Design Review Board.

(A) **Created.** The City hereby creates a board to be known as the "City of Danbury Design Review Board" (hereinafter the "Board").

(B) **Purpose.** The purpose of the Board is to encourage and facilitate excellence in the design of buildings, landscaping, and signs which will improve the appearance of the built environment and ensure compatible design within historic areas of the City.

(C) **Members.** The Board shall consist of five regular members and two alternate members to be appointed by the Mayor. At least three (3) regular members and one (1) alternate member of the Board shall be specially qualified by reason of training and experience in architecture, urban design, landscape architecture, historic preservation, or similar training and experience. All members shall be legal residents and electors of the City of Danbury.

- (1) Members of the Board shall elect from among its regular members a Chairman, a Vice-Chairman and a Secretary, each of whom shall hold office until his/her successor has been elected or upon resignation by the office holder. The Chairman shall be responsible for conducting all meetings and for calling meetings as necessary to discharge the responsibilities of the Board on a timely basis. The Vice-Chairman shall assume the duties of the Chairman in his/her absence or inability. The Secretary shall keep a record of the proceedings of each meeting, including all actions and recommendations taken by the Board. Election of officers shall take place during the first meeting after creation of the Board and during the first meeting of each calendar year thereafter. Alternate members shall be appointed by the Chairman to serve in the place of any regular members absent from any meeting.
- (2) A quorum of the Board shall consist of three members. Robert's Rules of Order shall govern the conduct of the meetings and the business of the Board.
- (3) Of the initial members appointed by the Mayor, three regular members and one alternate member shall be appointed to serve for a term of four years and two regular members and one alternate member shall be appointed to serve for a term of two years. Thereafter, the appointment of all members shall be for a term of four years.

(D) Function of the Board. It shall be the function of the Board to review and make recommendations to all applicants on proposed improvements relating to the design and architecture of any proposed building, sign, and related landscaping under circumstances specified in (E) below to ensure that such improvements are designed in a manner which is compatible with the character of the neighborhood, protects property values, and preserves and improves the appearance and beauty of the community. Proposals to preserve, rehabilitate, restore or reconstruct property listed on the National Register of Historic Places are urged to follow the standards and guidelines of the U.S. Department of the Interior; proposals for new construction and renovation of non-historic buildings in the Main Street Historic District are urged to follow the "Contextual Design Guidelines for Historic Districts" in the Danbury Plan of Conservation and Development, City of Danbury Comprehensive Planning Program, as amended. The Board may adopt such other standards and guidelines to promote the purposes of this Section. Recommendations of the Board shall be consistent with provisions of the Zoning Regulations and other codes and regulations of the City of Danbury.

(E) Scope of Review Responsibilities.

- (1) The following applications to the City shall require referral to the Board for review and recommendations:
 - (a) all applications to the Planning Commission, as required by the Danbury Zoning Regulations, for special exception approval of new buildings, regardless of size, and for the expansion of such previously approved buildings whenever such expansion includes the addition or extension of building facades visible from a public way;
 - (b) all other applications to the Department of Planning and Zoning, as required by the Danbury Zoning Regulations, for site plan approval of new buildings, regardless of size, and for the expansion of such previously approved buildings whenever such expansion includes the addition or extension of building facades visible from a public way; and,
 - (c) in addition to (a) and (b) above, for lots in the Main Street Historic District, as specified in the Danbury Plan of Conservation and Development, Comprehensive Planning Program, as amended, and in other historic or village districts as may be so designated by the City, for (i) all building façade alterations visible from a public way, and (ii) all new or revised wall signs, freestanding signs, hanging or projecting signs, and signs on canopies and awnings.

30³

(2) Notwithstanding the previous provisions, any project which is subject to the review of the Architectural Advisory Committee of the Downtown Special Services District shall be exempt from review by the Design Review Board.

(F) Required Documents. The following applications, renderings and plans shall be submitted by the applicant or his/her agent whenever such review is required under the circumstances specified above.

- (1) A completed and signed "Design Review Board Application," the form for which shall be available in the Department of Planning and Zoning.
- (2) Detailed architectural renderings of façade elevations visible from any public way for all existing and proposed buildings on-site and applicable expansions thereto, at a scale of 1"=10' or less (i.e. 1"<10'), showing windows, doors, construction materials and detailing, and colors.
- (3) Detailed plans for signs in the Main Street Historic District, at a scale of 1"=10' or less (i.e. 1"<10'), clearly showing dimensions, colors, materials, letters, logos, symbols and other graphic material.
- (4) A plot plan of the site at a scale of 1"=40' or less (i.e. 1"<40') showing tract boundaries, north point and scale, location of existing and proposed buildings, structures, parking, sidewalks, driveways, and landscaping.

(G) Application and Review Procedure.

- (1) For any application subject to the Board's review, as specified above, the applicant shall, no later than the date of filing of its application for special exception approval, site plan approval, and revisions thereto, and/or for a sign permit in the Main Street Historic District, submit to the office of the Department of Planning and Zoning a completed and signed copy of the "Design Review Board Application" together with eight (8) copies of all required renderings and plans specified above. The applicant is urged to submit such materials at least thirty (30) days prior to such filing to the Planning Commission or Department of Planning and Zoning in order to facilitate the Board's review and recommendations.
- (2) Upon the applicant's submittal of the "Design Review Board Application" and required renderings and plans, the Board shall consider the application at its next regularly scheduled meeting or at such other meeting as the Chairman deems necessary. The Chairman shall provide written

notice to the applicant of the time, date and place of such meeting, and post notice thereof in the City of Danbury Town Clerk's office.

(3) The Board shall forward its comments and recommendations to the applicant and the Planning Commission or the Department of Planning and Zoning, as appropriate, within thirty-five (35) days of the applicant's submission of the "Design Review Board Application" and required renderings and plans, or such greater period as may be agreed to by the Department of Planning and Zoning.

(4) Failure of the Board to act within the time frame specified herein shall not be grounds for the denial of any special exception or site plan application by the Planning Commission or Department of Planning and Zoning, nor shall anything contained herein be construed to extend any applicable time limits for special exception or site plan review imposed by the Connecticut General Statutes.

(5) All recommendations made by the Board shall be advisory. Nothing herein stated or contained within such recommendations shall constitute the basis of approval or denial of an application by any authority, board, commission or department of the City of Danbury unless lawfully authorized by other rules, requirements or regulations.

(H) Other Functions. The Board may undertake such other activities as deemed appropriate to recognize and encourage excellence in design in the City of Danbury.

(I) Staff. The staff of the Department of Planning and Zoning shall provide clerical support services to the Board.