

OFFICE OF THE  
FIRST SELECTMAN

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Lynne A. Vanderslice  
*First Selectwoman*

David K. Clune  
*Second Selectman*

Lori A. Bufano  
*Selectwoman*

Joshua S. Cole  
*Selectman*

Deborah McFadden  
*Selectwoman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN MEETING**  
**Monday October 7, 2019**  
**Immediately following Public Hearing**  
**Meeting Room B, Town Hall**

**PRESENT:** First Selectwoman Lynne Vanderslice, David Clune, Lori Bufano, Joshua Cole, Deborah McFadden

**GUESTS:** Chris Burney, Sarah Scacco, David Waters, Patti Temple, Police Chief John Lynch, Anne Kelly-Lenz

**OTHERS:** Members of the Press and Members of the Public

**A. Call to Order**

Ms. Vanderslice called the meeting to order at 8:14pm.

Ms. Vanderslice asked for a motion to add an Executive Session following item F to discuss a lawsuit, Powers v Town of Wilton and the Board of Selectmen. Motion moved by Mr. Clune, seconded by Ms. Bufano and carried 5-0.

**B. Public Comment**  
None

**C. Consent Agenda**  
Motion made by Mr. Cole seconded by Mr. Clune and carried 5-0 to approve the Consent Agenda as follows:

Minutes

- Board of Selectmen Meeting – September 23, 2019

**D. Discussion and/or Action**

**1. Senior & Disabled Tax Relief Ordinance**

Ms. Vanderslice recommended adopting Ms. Zucker's recommendation to amend the proposed ordinance by sticking the following from Section 26.A-2: *i.e. amounts in excess of 7 1/2% of adjusted gross income*. After review Ms. Vanderslice asked for a motion to adopt the proposed ordinance as published in the notice with the addition of the technical correction to section 26 A-2.e to remove the phrase *i.e. amounts in excess of 7 1/2% of adjusted gross income*. Motion moved by Mr. Clune

as described by the First Selectwoman. Motion seconded by Ms. McFadden and carried 5-0.

Ms. Vanderslice noted that once approved, it becomes effective after 21 days. Assessor Sarah Scacco will develop an appeal application form.

2. Commercial Grand List Overview – Sarah Scacco  
Sarah Scacco, Town Assessor presented an overview of the Commercial Real Estate Grand List (presentation attached), which increased for October 1, 2018 and is expected to grow by a larger amount for October 1, 2019.
3. Police HQ Statement of Requirements/Update WestCOG Public Safety Facilities Study and PSAP Regionalization  
Ms. Vanderslice provided an update on the WestCOG Public Safety Facilities Study and PSAP Regionalization (see attached memo). Dave Waters, co-chair of the Police HQ/Town Hall Campus Building Committee, Police Chief John Lynch and Chris Burney responded to questions provided by members of the BoS in regard to the Police HQ Statement of Requirements (questions attached). Chief Lynch answered questions posed by Ms. Bufano during the meeting. The First Selectwoman noted the years of work leading up to the SOR and thanked all who participated.

After discussion and review, a motion was put forth by Mr. Clune to approve the Police HQ Statement of Requirements that was submitted at the September 23, 2019 BoS Meeting. Motion seconded by Ms. Bufano and carried 5-0.

4. Fire Station 2 and Headquarters Update – Chris Burney  
Mr. Burney gave an update on Fire Station 2 and Headquarters. He noted that the Fire House 2 facility will be upgraded in a sequence: The air conditioning system was replaced over the summer and heating system replacement is just finishing. The heating was converted from oil to propane, allowing for the removal of the oil tank and thus freeing up the space for storage. Next are plumbing issues, including expanded bathroom, followed by kitchen upgrades and cosmetic issues. He provided an update on the expected resolution of the potable water issue. As for Fire Headquarters, issues with code compliance and cabinet replacements will be completed by the Thanksgiving holiday.
5. WHS and Town Hall Roof Replacement Update – Chris Burney  
Mr. Burney provide an update on the WHS and Town Hall Roof Replacement. The WHS roof sign off is expected to occur on October 11<sup>th</sup>. Following which, the roofing company will begin the Town Hall roof replacement.
6. Waste Management Update – Chris Burney  
Mr. Burney provided an update on Waste Management for both the Town and BoE, noting the contract will be combined for the future.

Ms. Vanderslice noted as part of the Town's Reduce, Recycle and Reuse campaign, the plastic water dispensers in the municipal building have been removed with the exception of two as we await the use of remaining jugs. They have been replaced with water dispensers that use the town water. Paper cups have replaced plastic cups. Expense is now lower and we are no longer generating the plastic waste.

Mr. Clune recused himself from the discussion on the Eversource Easement Utility Rights.

7. Eversource Easement Utility Rights

Ms. Vanderslice reviewed the Eversource Easement Utility Rights. Memo from Town Counsel is attached reviewing the issue. After discussion and review Ms. Vanderslice asked for a motion to allow the First Selectwoman to execute the easement. Motion moved by Ms. Bufano, seconded by Ms. McFadden and carried 4-0.

Mr. Clune rejoined the discussion at the 1:46:04 mark of the video.

8. Millstone Update

Ms. Vanderslice shared that a cease and desist order had been issued by the Zoning Enforcement Officers for zoning violations. The BoS will hold off on any discussion on the proposed Millstone trail, until the violations are resolved.

9. NRV T Update

Ms. Vanderslice noted that on October 3, 2019 the Town received an extension for the Wilwalk grant until December 2021. On Sept 26, 2019 Ms. Vanderslice met with several elected representatives, state government officials, representatives from Norwalk and legal representation to discuss the municipalities' concerns with the proposed state lease for the NRV T trail and the requirement that municipalities assume the risk of any pre-existing environmental hazards. Meeting was productive.

10. Vacancy Announcement

- Social Services – 1 vacancy
- Energy Commission – 1 effective October 31, 2019
- Economic Development Commission – 2 vacancies effective immediately  
Details to be disseminated to the DTC and RTC.

11. Appointments

- Pam Brown – HDHP Commission alt
- Deborah Fine – Wilton Water Commission  
Motion made by Ms. McFadden to reappoint Pam Brown as an alternate to the HDHP Commission and Deborah Fine to the Wilton Water Commission.  
Motion seconded by Mr. Clune and carried 5-0.
- Margaret Van Acker, Scott MacQuarrie  
Motion moved by Mr. Clune to appoint Margaret Van Acker and Scott MacQuarrie to the Tree Committee, seconded by Ms. McFadden and carried 5-0.
- Brian Nunes – SIMM Committee  
Motion moved by Ms. Bufano to appoint Brian Nunes as the Trout Unlimited representative to the SIMM Committee, seconded by Mr. Clune and carried 5-0.
- Wilton Library Association BoS Trustee  
Motion moved by Mr. Clune to appoint Connie Dickerson and Christine Wachter as BoS Trustees to the Wilton Library Association Board. Motion seconded by Mr. Cole and carried 5-0.

E. Selectmen's Reports

1. First Selectwoman

- POCD

Ms. Vanderslice noted the POCD has been approved and is available to be viewed on the town website.

- Proposal for Temporary Architectural Review Board  
Ms. Vanderslice noted the attached proposal from the Planning & Zoning Commission for an Architectural Review Board will be discussed at the October 21<sup>st</sup> meeting. One comment was received from a commercial owner and distributed to the board.
- Community Leaders Meeting  
Ms. Vanderslice updated the board on a community leaders meeting held on the prior Thursday.
- Pedestrian Bridge Grant Award  
Ms. Vanderslice updated the board on the Pedestrian Bridge Grant Award.
- Walk With Lynne – Tuesday October 8, 2019 at noon.
- Domestic Violence Proclamation to be read on October 8, 2019, 9:00am at Wilton High School.
- American Recycling Day –Town will again be participating, with program being developed by Zen Herter and Sarah Gioffre
- October 16, 2019, Chief Lynch and the First Selectwoman will be speaking at the Moms Demand Action meeting to be held at Comstock.
- October 19, 2019 from 9am-1pm at Town Hall the E-Waste Recycling and Hard Drive collection. The Police/Town Hall Campus building committee will be hosting tours of police headquarters.
- October 12, 2019 from 9am-1pm Hazardous Waste Day at Miller Driscoll.

## 2. Selectmen

Ms. Bufano

Ms. Bufano noted that there is quite a bit happening with the EDC and thanked all for their efforts. She noted their new initiative *Wander Wilton*, for which a website is being developed. Ms. Vanderslice noted that Sarah Gioffre has been coordinating on the expenditures, which are in the current budget.

Mr. Clune

None

Mr. Cole

Mr. Cole congratulated the Chamber of Commerce on their 30<sup>th</sup> anniversary celebration.

Ms. McFadden

Ms. McFadden commented on several events that took place and upcoming events. She also updated the board on Sustainable CT and the Suffrage Commission meeting that she and Tina Gardner of the League of Women Voters attended. She thanked all that worked on the Sustainable CT project. Ms. Vanderslice specifically recognized Chris Burney for the 100 hours he expended in August towards the Sustainable CT project.

F. Public Comment  
None

G. Executive Session

Ms. Vanderslice asked for a motion to go into Executive Session at 10:10pm to discuss a lawsuit Michael Powers v Town of Wilton and the Board of Selectmen members. Motion moved by Ms. Bufano, seconded by Mr. Clune and carried 5-0.

Out of Executive Session at 10:30pm

H. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Ms. Bufano to adjourn meeting at 10:43pm. Motion was seconded by Ms. McFadden and carried 5-0.

Next Meeting – October 21, 2019



Jacqueline Rochester  
Recording Secretary  
Taken from Video

# Commercial Real Estate

## Grand List Overview

Board of Selectmen Meeting

October 7, 2019

Commercial Real Estate Grand List Overview

The Commercial Real Estate Grand List as October 1, 2018 consists of the following:

	<b>2018 GL</b>
COMMERCIAL	748,651,506
COMM VACANT LAND	2,370,480
COMM CONDO	59,751,020
APARTMENT	71,164,030
<b>TOTAL:</b>	<b>881,937,036</b>

## Commercial Real Estate Grand List Overview

### **The Town's Commercial Real Estate Grand List is Strong and Growing**

- The **Commercial Real Estate Revaluation** revealed **two data points**:
  - *Apartment buildings increased in value*
  - *Commercial office buildings decreased in value for a number of reasons, including high vacancy rates across Fairfield County and the State*
- The **2018 commercial real estate grand list was up 1.94% vs. 2017** due to:
  - *The increase in of apartment building values exceeded the decline in office buildings*
  - *New additions to the grand list*



## Commercial Real Estate Grand List Overview

The likely **one year growth in the October 1, 2019 commercial real estate grand list** Should **equal or exceed the \$27.8 million of three-year cumulative growth from 2015 to 2018**, due to the following development, completed or in process:

- *211 Danbury Road-Sunrise Assisted Living*
- *249 Danbury Road-Medical Building, second floor*
- *ASML Parking Garage*
- *ASML Addition/Renovation*

## Commercial Real Estate Grand List Overview

**Growth is expected to continue for the October 1, 2020 commercial real estate grand list**  
due to the following development currently in process or recently approved:

- *249 Danbury Road-Medical Building, third floor*
- *ASML Addition/Renovation*
- *300 Danbury Road*

**Growth is also expected to continue for the October 1, 2021 commercial real estate grant list**  
due to the following expected development:

- *200 Danbury Road*

To: Board of Selectmen

From: Lynne Vanderslice

Date: October 4, 2019

RE: Possible PSAP Regionalization and WestCOG Shared Public Facilities Study Update

As part of this year's Regional Services Grant, the OPM Secretary has requested each COG submit two items by December 31:

- "evaluate two areas of potential regionalization, Public Safety Answering Points and Municipal Assessment"
- "brief description of your top three opportunity areas for future regionalization...for your member municipalities."

With regards to the first item:

- It is possible that this is an indication that the Governor's office is again planning to introduce a bill on PSAP consolidation and assessment reform
- Western Ct is among the least regionalized regions in CT relative to PSAPs. As a State, CT has a high number of PSAPs per capita versus the national averages. A map of CT PSAPs is available here: [https://portal.ct.gov/-/media/DESPP/DSET/PSAP\\_MAPS/PSAP\\_MAP\\_PDF\\_-\\_20190923.pdf?la=en](https://portal.ct.gov/-/media/DESPP/DSET/PSAP_MAPS/PSAP_MAP_PDF_-_20190923.pdf?la=en) (see attached
- In order to provide a response to the OPM Secretary, this month the WestCOG Executive Committee will recommend to our members that we engage a consultant to provide a technical opinion on PSAP regionalization prior to December 31<sup>st</sup>.

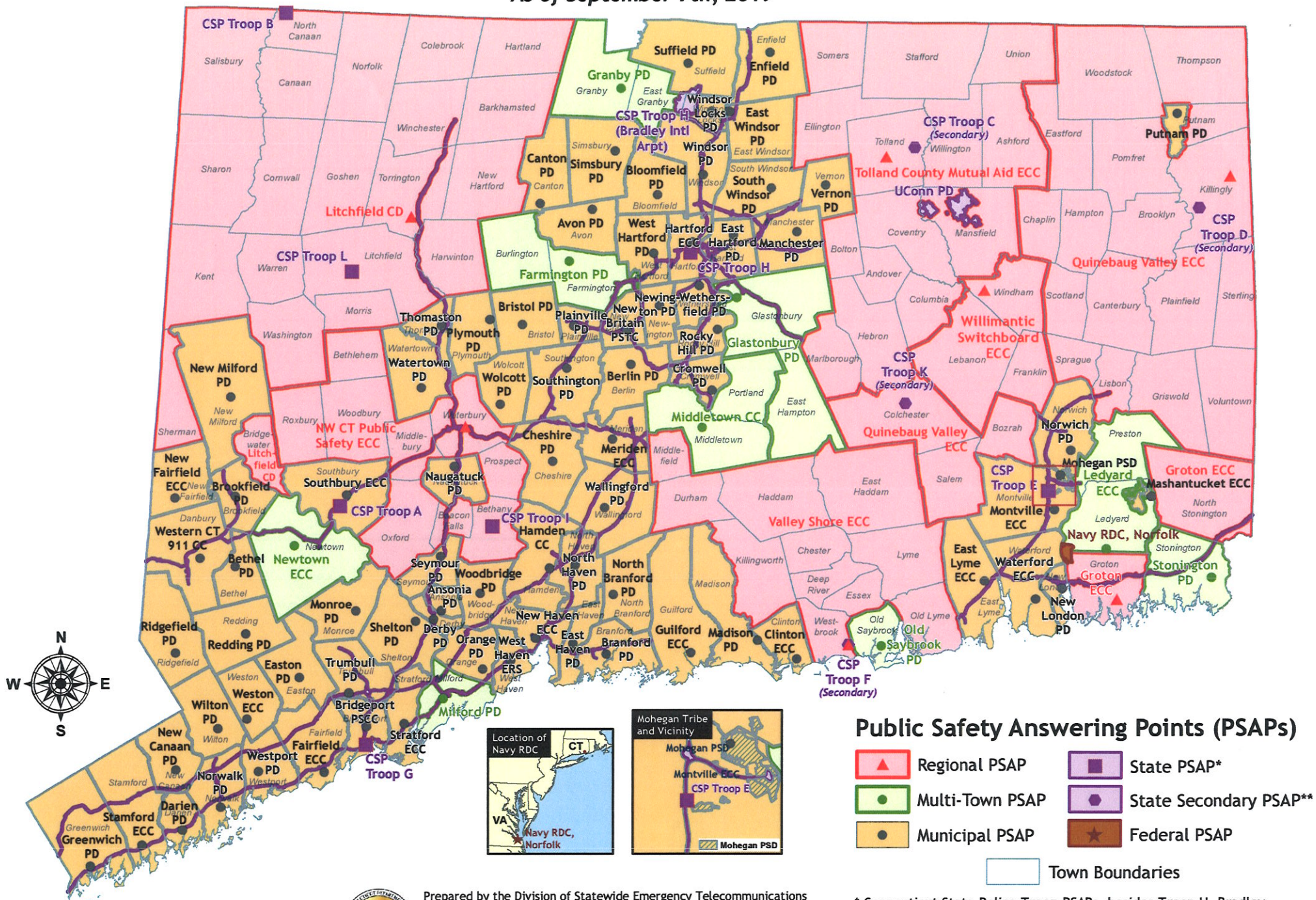
Interviews will be held with consultants for the public safety consolidation study. Some of the consultants have expertise in PSAP consolidation, with one having completed PSAP consolidation studies in 46 states. The goal continues to be for completion of the study in the first quarter of CY2020.

We will be discussing this information as part of our discussion of the Statement of Requirements for the Police Headquarters.



# Connecticut 9-1-1 Public Safety Answering Points

As of September 7th, 2019



Prepared by the Division of Statewide Emergency Telecommunications  
 Map Date: September 23, 2019  
 Data Sources: CTDESP-DSET, CTDEEP, USGS, US Navy, Mashantucket  
 Pequot Tribal Nation, Mohegan Tribal Nation

\* Connecticut State Police Troop PSAPs, besides Troop H, Bradley International Airport, for wireless calls only.  
 \*\* A secondary PSAP is a PSAP that does not get direct 9-1-1 calls, but



## Rochester, Jacqueline

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**From:** Clune, Dave  
**Sent:** Sunday, October 06, 2019 9:33 PM  
**To:** Rochester, Jacqueline  
**Subject:** Wilton PD & Town Hall Campus Statement of Requirements

Jackie:

At the last Board of Selectmen meeting Lynne suggested that we send any questions related to the September 13, 2019 Statement of Requirements document to you.

I have a few questions which are listed below.

Thank you,  
Dave

1. The cover letter indicates that the WVAC facility is inadequate. Can WVAC be accommodated within a new police headquarters? Is there a downside, other than cost, to doing this?
2. The cover letter also indicates a firing range is not contemplated. Does the convenience of an on-site firing range offset the construction costs? An on site range may offer easier scheduling and a reduction in overtime, assuming officers are paid overtime to qualify or to cover someone who is off site for purpose of qualifying.
3. Page 5 - Is it possible to have a common physical training room for the Town Hall Campus? This might be more efficient in the long run rather than continuing to maintain separate police and fire physical training facilities plus it may have the benefit of being available to others including DPW.
4. Page 9 - Can the official vehicle and staff parking area be combined with the impound? Both call for a fenced enclosure with restricted access.
5. Do the statement of requirements preclude the expansion of the Town Hall building to include the Police Department if that made sense from a design and cost perspective?

## Rochester, Jacqueline

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**From:** Rochester, Jacqueline  
**Sent:** Friday, October 04, 2019 1:09 PM  
**To:** Temple, Patti; Waters, David  
**Cc:** Burney, Christopher  
**Subject:** FW: Questions for Police & Town Hall Building Committee Members in advance of 10/7 BOS meeting

See questions below from Selectman Joshua Cole

**From:** Cole, Joshua <Joshua.Cole@WILTONCT.ORG>  
**Sent:** Friday, October 04, 2019 9:42 AM  
**To:** Rochester, Jacqueline <jacqueline.rochester@WILTONCT.ORG>  
**Subject:** Questions for Police & Town Hall Building Committee Members in advance of 10/7 BOS meeting

Jackie:

I have reviewed the SOR for the Wilton Police Department which was on the Agenda for our last meeting and will be further discussed at our BOS meeting on Monday night.

Please pass along the below couple of questions to the Committee for their response at our meeting on Monday night.

Thanks,

Josh

1. Are the 2 public toilets proposed for the public access area unisex or one male and one female?
2. SRO includes many different conference rooms of varying sizes. Is it likely that all could be potentially used at the same time?
3. How many detectives are on duty per shift?
4. On average, how many people are being booked at the same time?
5. On average, how many people are being held in cells at any one time?

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone

## Rochester, Jacqueline

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**From:** McFadden, Deborah  
**Sent:** Monday, October 07, 2019 11:57 AM  
**To:** Rochester, Jacqueline  
**Subject:** questions  
**Attachments:** Police HQ SOR Questions 7 Oct 2019 McFadden.docx

Jackie,

Here are some questions about the Police SOR, please see attached.

Thanks,  
Deborah

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**From:** Rochester, Jacqueline  
**Sent:** Friday, October 04, 2019 6:31 PM  
**Subject:** Board Packets

I've left the board packet for you at the Police Station if you need it.

*Jackie Rochester*  
Office of the First Selectwoman  
Wilton Town Hall  
238 Danbury Road  
Wilton, CT 06897  
(203) 563-0100

## Police HQ SOR Questions – Deborah McFadden as of 10/7/2019

- Suggest placing a link on the Police Department page of the town website to the URL for the WPDtownhallproject.org and not just on the quick links.
- Carbon monoxide alarms – in addition to smoke alarms are needed?
- In Space Needs Assessment for WPD Updated in 2019 - when were the Population stats last updated.

It shows

### **GROWTH ESTIMATES**

#### **Population Statistics:**

Year	1990	2000	2010	2015	2020	2030
	<i>census</i>	<i>census</i>	<i>census</i>	<i>projected</i>	<i>projected</i>	<i>projected</i>
Wilton, CT	15,989	17,617	18,062	17,722	16,414	14,388

source: Population Division, U.S. Census Bureau  
University of Connecticut, Connecticut State Data Center

Our POCD – had population stats of 18,616 for 2016.

How much does this difference impact, and what are the current projections for the future, as these appear dated.

- How many vehicles are currently in the impound area? I think we currently have 6 or 7 and this proposes space for 6.
- Does the Wilton K-9 unit use the animal control facilities at all? How do we address WPD K-9 needs if we consider regionalization of animal control? Do we need a K-9 area in the WPD?
- Do the storage calculations take into consideration the WPD storage use in the grey building, sometimes called the CERT building, that has DPW cots upstairs and garage bays in the bottom with storage of children's car seats, Car seats for vehicles that are stored till the vehicles are sold and need to be reinstalled and the traffic signs and supplies?



- Are there any structural issues in the building?
- Are there any water incursion issues in the building?
- Are there are plumbing issues in the building?
- Are there any radon issues in the building?
- Are you aware of materials that will require abatement during construction? Obviously, some won't be known till the project begins.
- Are there water quality issues in the building?
- The SOR is for the next 25-30 years. The current building is 45 years old. Is there an opinion as to what the expectations are for the building after 30 years? I realize no one has a crystal ball to project the future, however in 30 years—with this renovation - would this building likely be able to be renovated again or would it more likely be beyond its usefulness as it would then be 75 years old? Or is that something you are not able to suggest one way or the other?
- The proposed SOR covers space needs but doesn't mention things like ventilation needed in some of those areas, example, locker rooms, physical training rooms and evidence processing/testing which may need more than other spaces.
- Are there any anticipated new technologies, not currently employed by the WPD, but may be in the next 25-30 years, that would require additional space? This might be AR/VR or other tech.
- It is not specifically mentioned, but I assume the water tank currently in a records room would not be there in the new plans. Having a water tank next to paper records is tempting fate.
- Wilton is in an area of Connecticut with slightly higher likelihood of an earthquake than most of Connecticut. Is construction to address potential seismic activity a consideration?



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**MEMO**

**To:** Wilton Board of Selectmen  
**From:** Peter V. Gelderman, Esq., Office of the Town Attorney  
**Subject:** Eversource Easement – Old 2 Rod Highway  
**DATE:** October 4, 2019

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In April and May of 2017, the Town discontinued Old 2 Rod Highway as a public road. The discontinuance did not mean that the Town conveyed or otherwise abandoned *title* to the land under the road. Therefore, the Town still owns the fee title to the land where the road formerly existed.

There are several lots owned by Christopher R. Montanaro and/or an entity under his control that abut the former road. In order to develop the lots, the property will need to be served by utilities, including utilities provided by Eversource.

Eversource will not provide utilities over or under public or private land without a properly executed easement. As the owner of the fee, the Town is the appropriate Grantor of such an easement. Mr. Montanaro and his company, Honey Hill Holdings, LLC, will also execute the easement because the easement will also cross property owned by them. Mr. Montanaro's attorney, Robert Fuller, has asked the Board of Selectmen to authorize the First Selectman to execute the easement on behalf of the Town.

There is no reason that I am aware of to withhold the Board's authorization to allow the First Selectman to execute the easement, since the town no longer has any practical interest in the strip of land formerly known as Old 2 Rod Highway.

PLANNING & ZONING  
DEPARTMENT  
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TOWN HALL ANNEX  
238 Danbury Road  
Wilton, Connecticut 06897

1ST SELECTMANS OFFICE

MEMORANDUM

SEP 30 2019

TO: Lynne Vanderslice, First Selectman  
FROM: Bob Nerney, Town Planner *Don*  
RE: Architectural Review Board (ARB) Regulation  
DATE: September 27, 2019

Attached, please find Zoning Regulation Amendment #0919-3REG which was approved by the Planning and Zoning Commission on September 23, 2019. The amendment establishes an architectural review process for commercially-zoned properties as well as review standards for certain institutional and non-commercial uses regulated by special permit and/or site development plan review. The regulation is advisory only. Its purpose is to foster dialogue with respect to new or expanded development; addressing such things as building orientation, architectural vernacular, building materials, signage, streetscape enhancements, coordination with offsite public improvements, etc. A key component of the regulation involves for the formation of an Architectural Review Board (ARB). For organizational efficiency, the regulation identifies and assigns ARB responsibilities to the Town's Village District Design Advisory Committee (VDDAC).

It is important to note that, unless otherwise extended by both the Board of Selectmen and the Planning and Zoning Commission, both the regulation and the ARB appointments expire two years following adoption. This will allow the Town an opportunity to assess the overall effectiveness of the process.

The Planning and Zoning Commission respectfully requests the Board of Selectmen move forward at this time in establishing an Architectural Review Board panel and assign membership responsibilities to those individuals presently serving on the VDDAC. The Planning and Zoning Commission and the Village District Design Advisory Committee, along with the Planning and Department staff, are happy to meet with the Board for purposes of providing support and recommendations in accomplishing this important undertaking.

cc. Scott Lawrence, Chairman, PZC  
Rick Tomasetti, Vice Chairman, PZC  
Rob Sanders, Chairman, Village District Design Advisory Committee

Attachment



PLANNING & ZONING  
COMMISSION  
Telephone (203) 563-0185  
Fax (203) 563-0284



TOWN HALL ANNEX  
238 Danbury Road  
Wilton, Connecticut 06897

**RESOLUTION #0919-3REG**  
September 23, 2019

**WHEREAS**, the Planning and Zoning Commission finds the establishment of architectural guidelines and the formation of an architectural review process to serve the public interests of the Town of Wilton with respect to enhancing the quality of development design throughout the community; and

**WHEREAS**, in anticipation of the Board of Selectmen's formation of an architectural review board, the Wilton Planning and Zoning Commission has prepared and accepted application #19378 entitled Architectural Review Board Regulations, otherwise known as Section 29-9.K. of the Zoning Regulations; and

**WHEREAS**, the Planning and Zoning Commission has sought insightful guidance and direction from the Village District Design Advisory Committee and the Board of Selectmen and has fully considered the recommendations of such agencies; and

**WHEREAS**, the 2010 and 2019 Plans of Conservation and Development supports the concepts of architectural review; specifically recommending the employment of a design review process for commercial properties; and

**WHEREAS**, the application was referred to the Western Connecticut Council of Governments (WestCOG) who has determined the proposal to be a matter of local interest with minimal inter-municipal impact; and

**WHEREAS**, the Planning and Zoning Commission conducted a public hearing on July 22, 2019 continuing said hearing to September 9, 2019 to receive comment from the public and has fully considered all evidence submitted at said hearing; and

**NOW THEREFORE BE IT RESOLVED** that the Wilton Planning and Zoning Commission **APPROVES** amendment #19378; effective fifteen (15) days following passage of a resolution by the

Board of Selectmen establishing the formation of an architectural review board.

Amend the Zoning Regulations of the Town of Wilton by establishing regulations known as Section 29-9.K. to read as follows:

**New Section: 29-9.K: ARCHITECTURAL REVIEW BOARD**

1. Purpose:

- a. The Commission finds that advisory, pre-application general concept, site plan and architectural review of certain applications will serve to improve architectural design, function and aesthetics of sites and buildings in Town, and thereby help achieve the intent and purposes of these Regulations stated in Section 29-1. Section 29-9.K is further intended to ensure that the design of buildings and sites is in harmony with the design character of the community and surrounding areas and is of high quality, thereby promoting compatible and desirable development of Wilton's built environment, without preconception to architectural style. Accordingly, the Commission hereby adopts the following regulations establishing an Architectural Review Board ("ARB") and advisory, pre-application review process for certain applications under these Regulations.
- b. In considering applications, the ARB will be guided by reference to the following principles, further supported by recommendations of the Plan of Conservation and Development ("POCD"), as amended:
  - i. The site plan and arrangement of facilities is in harmony with the adjoining uses of land in the design area.
  - ii. The basic design, bulk and exterior of the proposed structure(s) is compatible with the design area surroundings.

2. Establishment of Architectural Review Board:

- a. Section 29-9.K. shall become effective at such time that the Board of Selectmen, in its discretion under authority provided by Wilton Town Charter §§ C-13C and C-15B, approves the creation of a committee constituting an Architectural Review Board.
- b. The ARB shall have five (5) regular members who shall also serve on and as the Village District Design Advisory Committee ("VDDAC") under Section 29-9.J. Accordingly, at least three members of the ARB must be a licensed architect, licensed landscape architect, or planner who is a member of the American Institute of Certified Planners. Other members may be selected based upon their competence in matters of design, such as architects, designers, planners, or landscape architects, though any other qualified electors may also be selected. The first ARB shall be comprised of the existing members of the VDDAC as of the effective date of this Section 29-9.K.
- c. Wilton Town Charter § C-39 shall apply to all appointments to the ARB. [NOTE: Minority Representation requirements (Wilton Charter § C-39(B) and CGS § 9-167a).]



- d. Members of the ARB shall serve a two (2) year term. New members, replacement members and members with expiring terms who seek to continue service shall require nomination by the Commission and appointment by the Board of Selectmen.
- e. The ARB shall regularly meet at least once monthly and may hold special meetings with at least 24 hours' notice at the call of the Chair, to consider applications and prepare advisory reports to the Commission on those applications.
- f. The ARB shall elect officers, including a Chair, Vice-Chair and Secretary, from its members, with elections at least once a year and as needed to fill vacancies.
- g. The ARB shall strive to be fair, predictable and efficient in assessing matters before it and in providing guidance to the Commission.

3. Applicability:

- a. ARB review shall be required for Special Permit and Site Plan applications:
  - i. Involving (A) new construction, (B) significant site, exterior or façade alterations and/or (C) installation of signage in excess of 10 square feet, for all properties:
    - 1. located in all Multi-Family Residential Districts (DRD, THRD, CRA-10, MFAAHD); or
    - 2. located in all Business Districts (DRB, GB) or Design Enterprise Districts (DE-10 and DE-5), excepting Village Districts that are subject to Village District Design Advisory Committee review pursuant to Section 29-9.J; or
    - 3. located in Residential Districts (R-1A and R-2A) involving Special Permit Uses or requiring a Special Permit or Site Plan approval under Sections 29-5.A.3 (Special Permit Uses), 29-5.A.7 (SFAAHD), 29-4.D.6 (Assisted Living Facilities) or 29-5.E (HODD).
  - ii. made pursuant to Section 29-5.C.6 (Adaptive Use); or
  - iii. made pursuant to Section 29-5.C.8 (Historically/Architecturally Significant Buildings).
- b. Notwithstanding the provisions of this Section, this Section shall not be construed to apply to construction or site improvements associated with a single-family residence in any district.
- c. If and as permitted by the Regulations, Planning and Zoning Department staff may review and act upon applications determined to be of minor significance, which such applications do not materially change the character of the subject property or surrounding properties, without ARB review. Planning and Zoning Department staff questions on eligibility for such administrative review shall be referred to the ARB and/or the Commission for guidance and/or final determination.
- d. The requirements of Section 29-9.K shall apply in addition to all other applicable requirements under this Regulation.

4. Application Process and Procedures:

- a. The ARB encourages a pre-application review meeting. An applicant may request to meet with the ARB in advance of submitting Formal Application materials. The purpose of the pre-application meeting is to review conceptual designs and provide the applicant with constructive feedback and direction before filing a formal application.
- b. Applications subject to Section 29-9.K, shall be submitted for formal ARB review and a completed advisory report shall be issued by the Board before any application is filed with the Planning and Zoning Department or Commission.
- c. A complete application containing the materials required in Paragraph 6 below must be submitted at least 10 days before the next regularly-scheduled ARB meeting, in order to be considered at that meeting.
- d. The ARB shall review accepted and complete Formal Applications at its meetings for consistency with the Regulations and review criteria stated in Paragraph 5 below.
- e. The ARB shall complete its review and issue a report to the Commission within 35 days of hearing the application, unless the ARB requests, and the applicant consents in writing, to an extension of this deadline. Failure of the ARB to act in the prescribed period shall be construed as an endorsement of an application without comment or requested change.
- f. Recommendations of the ARB to the Planning and Zoning Commission are non-binding and advisory only.

5. Review Criteria:

- a. When reviewing a Formal Application, the ARB shall consider the following:
  - i. Relationship of Buildings to Site and Adjoining Context
    1. Buildings shall be organized in a coordinated and functional manner that is compatible with natural and historic site features and the desirable characteristics of adjoining context.
    2. A unified design theme for building massing, exterior treatments and signage shall be established where harmony in textures, lines, and masses is provided.
    3. Parking area configuration, curbing, paving, and plantings shall be treated appropriately in relation to the building design, the neighborhood, and community design standards.
    4. The height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.
    5. A pedestrian-friendly streetscape and attractive landscape transitions to adjoining properties shall be provided.
  - ii. Landscape and Site Treatment
    1. Landscape treatment shall be provided to enhance architectural features, shield unsightly areas, provide shade, and relate to the natural environment and topography.



2. Plant material shall be selected for its ultimate growth, for hardiness, for compatibility with the character of the area, and for interest in its shape, texture, color and pollinator attractiveness.
3. Planting materials native to Connecticut used for landscaping and screening shall be preferred. The use of any plant designated by the Connecticut Department of Environmental Protection as invasive species is prohibited.
4. Pedestrian sidewalks, paths and trails shall provide safe and convenient connections within the site and between adjacent sites and, where found appropriate taking into account site, natural and environmental factors, shall generally be constructed of brick, concrete or paving blocks, rather than bituminous asphalt, gravel, earth or loose stone.
5. Existing deciduous trees at six (6) inches or greater caliper and existing evergreen trees at a height of five (5) feet or greater, shall be noted on the site plan and incorporated into the design where practicable.

iii. Building Design

1. Architectural features shall be evaluated based on the scale of the building(s), the quality of the design, and the relationship to surroundings.
2. Facades and rooflines shall be articulated and/or varied to reduce the appearance of bulk and provide architectural interest.
3. Building materials shall be of durable quality, substantial appearance, harmonious architectural character, and compatibility with the Wilton built environment.
4. Building textures, colors, and components of the proposed structure(s) shall be harmonious and in context with adjoining buildings.
5. Utility and service equipment areas shall be screened from public view with materials harmonious with the building. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.

iv. Signs and Lighting

1. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates and shall be coordinated with the building architecture.
2. Exterior lighting, where used, shall enhance public safety, the building design, and the landscape.
3. Lighting shall minimize point-source exposure, excessive brightness, glare, and spillover.

b. Notwithstanding the foregoing guidelines:

- i. Nothing in the foregoing advisory guidelines shall be construed to prohibit uses, design or construction expressly permitted under these Regulations.
- ii. Materials, fixtures, finishes and treatments shall be of a high-quality aesthetic, construction and durability; like-kind materials of reasonable cost may be used.



6. Formal Application Materials:

- a. Formal Applications to the ARB shall include 8 copies (11" x17" plan copies and a PDF electronic copy) of the following materials, at minimum:
  - i. An application form;
  - ii. A statement describing the proposed project;
  - iii. The following plans, where applicable, based on the nature of the proposed project:
    1. An A-2 survey for any proposal involving the physical enlargement of a building, structure, parking area and/or vehicle access aisle.
    2. A site plan drawn at a scale of no greater than 1" = 60', incorporating an A-2 survey (when required), of the property sufficient to show the location of:
      - a. wetlands, upland buffers, watercourse and flood zones, if any;
      - b. existing and/or proposed buildings and appurtenances thereof;
      - c. existing and/or proposed parking accommodations;
      - d. existing and/or proposed lighting
      - e. existing and proposed buffer strips and landscaping;
      - f. access and egress details for pedestrian and vehicular traffic;
      - g. existing and/or proposed signs, and
      - h. adjacent roads, curb cuts, and width of rights-of-way and travel way.
      - i. easements, regulatory setbacks, historic covenants or other historic assets.
    3. Floor plans at each level showing the basic divisions of the building, all entrances, exits and loading and service areas.
    4. A description of the architectural vernacular of proposed construction and its architectural relationship to other buildings within 500 feet.
    5. Elevation drawings of all sides of the building, with dimensions, finish materials, fixtures, lighting, signage, landscape and colors indicated.
    6. Samples of all finish materials to be used on the exterior of the building.
    7. A roof plan showing all mechanical equipment, vents, hatches, skylights, solar arrays, wind turbines, green roofing etc., and the type and extent of screening to be provided.
    8. A signage plan with a scaled drawing showing the design of any proposed signage, including dimensions (length, width, height), a drawing of sign design and content, colors of sign, materials for construction and illumination, together with a site plan showing location of proposed free-standing sign and/or building elevations showing location and proportions of wall signs.
  - iv. Recognizing the level of variation in project complexity and scope, the ARB may elect to waive a submittal requirement if such information is found to be of limited value or not pertinent to an application undergoing review.

- b. Sunset Provision: Section 29-9.K shall be effective for a period of 2 years from the effective date of this resolution, after which time this Section shall expire and be of no further force or effect unless renewed by the Commission with the concurrent reappointment of the ARB by the Board of Selectmen.

- END RESOLUTION -