

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

MEMORANDUM

February 28, 2024

TO: Toni Boucher, First Selectman

FROM: Michael E. Wrinn, Town Planner

RE: Appointment of Architectural Review Board Members by the Board of Selectmen

Please be advised that at its meeting of Monday, February 26, 2024, the Planning and Zoning Commission voted to nominate the following four members to the Board of Selectmen for appointment to the Architectural Review Board:

John Doyle, AIA

Samuel Gardner, AIA

Kathleen Poirier, AIA

Kevin Quinlan, AIA

At the same meeting, these four were elected by the Commission to serve as the Village District Design Advisory Committee, which does not need Board of Selectmen appointments.

C: P&Z Commission, VDDAC, ARB

Rochester, Jacqueline

From: Wrinn, Michael
Sent: Wednesday, February 28, 2024 4:49 PM
To: Boucher, Toni; Knickerbocker, Matthew
Cc: Rochester, Jacqueline
Subject: Vote of ARB Members
Attachments: ARB Vote Feb 2024.docx

Toni – If we can get this on your agenda of March 5th, that would be great. Want to keep this group together.

FROM Section 29-9.K of the Zoning Regulations:

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. [Effective date – November 5, 2019]

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.

Michael

Michael E. Wrinn

Dir. of Planning & Land Use Mgmt.

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