

MINUTES  
REGULAR MEETING of the ROSS ADVISORY  
DESIGN REVIEW GROUP  
MONDAY, AUGUST 24, 2009

Jim Kemp called the meeting to order at 7:00 p.m. Dan Winey, Richard Hannum, Mark Fritts and Noreen Slivon were present. Elise Semonian, Senior Planner, was present for Town staff.

No members of the public were present and no one wished to speak during open time.

The Group discussed the Town Council's review of the ADR Group at the August Town Council meeting. The results of staff's informal survey were passed around for review.

The ADR Group reviewed and discussed their procedures and process and made the following decisions:

The Group requested staff to provide a statement of the planning issues for each project under review, including specific numbers, any exceptions requested, and applicable guidelines. The Group would like to advise staff when guidelines are necessary (such as guidelines for signs).

The hearing process and protocol was discussed. Jim Kemp suggested that they conduct meetings in a more structured way with a controlled agenda. Applicants should be limited in their presentations so that there is sufficient time for the Group to discuss the project. Applicants should be made aware that the Group has already had a chance to review the project plans and long presentations are not necessary.

The ADR Group agreed to convene at the end of each item to prepare a clear summary statement of their recommendations, including any dissenting opinions. The summary statements will become the meeting minutes. The clear statement will assist the applicants to understand the consensus of the group and any changes that have been recommended. Staff may provide the statements to the Council so that the ADR Group's recommendations are accurately conveyed.

Conflicts and perceived conflicts of interest were discussed. It was agreed that any member with a project before the ADR Group may present their application to the group. However, the member should not participate as an ADR Group member in any discussion. The member with the conflict should step back from the table when the Group discusses and drafts their statement regarding the project. The Chair will announce that the member with the conflict is withdrawing themselves from the discussion and the summary of opinions. The summary will also indicate the ADR Group members that participated in drafting the summary, so that it is clear the member with the conflict did not participate.

The Group discussed alternates and agreed that discussions are more manageable when the group is smaller. They would like to aim for having four members at each meeting. Alternates will be invited if necessary for a quorum or to have four members. The ADR Group felt that consistency was very important and that alternates should be invited to participate on items that they have already considered at a prior meeting.

The meeting adjourned at 8:45 p.m.