

MEETING NOTES
ROSS ADVISORY DESIGN REVIEW GROUP
THURSDAY, SEPTEMBER 25, 2008

1. 5:00 P.M. Commencement.

Jim Kemp called the meeting to order at 5:08 p.m. The Advisory Design Review group members introduced themselves. Jim Kemp, Mark Fritts and Noreen Slivon were present. Town Staff: Gary Broad, Town Manager, and Dani Hamilton, Senior Planner.

2. Posting of Agenda.

The agenda was posted according to government code.

3. Approval of Minutes of August 28, 2008.

The draft meeting minutes of August 28, 2008 ADR meeting were approved.

4. Open Time for Public Expression.

There was no public input.

5. 2 Upper Road/William and Tracey Raymond, A.P. No. 073-121-10, (R-1: B-A)

Ms. Deborah McDaniels, agent for the Raymonds, was present. John Gray, the neighbor across the street, expressed objections to the amount of proposed lighting. The Advisory Design Review group indicated they did not believe the findings could be made to support a variance and provided the applicant's agent with the following recommendations: 1) Remove lighting from the tops of the four columns at driveway and front gate. 2) All house-mounted lights must be downward-directed. 3) All lighting should be subdued wattage.

6. 10 Morrison Road/Margaret Haas, A.P. No. 72-051-02 (R-1: B-5A)

The Advisory Design Review group indicated support for the proposed fieldstone-faced retaining wall along edge of the street and the 14 foot wide, 13 foot high shotcrete section of retaining wall, similarly finished with field stone, draped with trailing plants from above and with small planting pockets to break up the expanse of hardscape.

7. Discussion of group review procedures.

The group concurred that record of ADR proceedings shall be called Summary Meeting Notes, and that, ideally, these could be circulated in draft form to ADR members for approval via email. This would allow the approved summary notes to be incorporated into the Town Council staff report on a particular item, either as a short section within the Council staff report, or as an attachment if ADR comments and recommendations are lengthy. Further, it was agreed by staff and the group that applicants should receive copies of approved meeting summary notes as soon as they have been approved by the ADR group. Also, the group concurs that title reports would be helpful as part of required application submittal for discretionary review.

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8. Adjournment.

The meeting was adjourned at 6:20 pm.