

Architectural Review Board  
Special Meeting  
Marlborough Town Hall  
26 North Main Street Marlborough CT  
November 30, 2015 7:00 PM

1. **Call to Order:** Peter Hughes, The Town Planner of Marlborough called the Architectural Review Board meeting to order in the large conference room of the Marlborough Town Hall at 7:00 PM.
2. **Roll Call:** Present at the meeting were members Laura Hart, Bill Hayes, Carole Shea and Peter Hughes.
3. **New Business:** There was no new business to discuss.
4. **Other Business:**
  - a. 2016 Calendar Schedule -There will be 4 meetings a year, and Special Meetings will be scheduled as new business comes up. The four meetings that were scheduled for 2016 were February 29, May 31, September 26, and November 28.

**A motion was made by Carole Shea to approve this schedule. Seconded by Laura Hart.**

**Motion approved unanimously.**

- b. Election of officers

**A motion was made by Laura Hart to have a rotating chair at every meeting to be determined alphabetically. Seconded by Carole Shea.**

**Motion approved unanimously.**

- c. Establish guidelines for the ARB process of reviewing applicants. Mr. Hughes explained the Board members would need to come up with guidelines for what would be expected of applicants. They will need to set parameters for sizes of samples. They will require a site plan, elevations and materials. Mr. Hughes suggested they gather cut sheets from their professional lives to put together a gallery of acceptable features. The members of the Board discussed some of the specified elements they would be approving, signs, sign lettering, shingles, doors, windows, exhaust fans, lighting, paint, also freestanding structures such as fences, fountains and walkways. The onus would be on the applicant to present their vision, through samples and a design narrative. Mr. Hughes explained the idea is that the members of the Board will get a packet to review

10 days before the meeting with the applicant. Mr. Hughes has some examples from other towns, he will send these out to the members so they can help formulate the requirements for the next meeting, and he will write up the final requirements.

China Sea has been hard at work and there is a good possibility they will need to meet with the Board in late January/early February.

5. **Adjournment:** The meeting was adjourned at 7:55 PM.

Respectfully submitted:

Lauren A. Griffin  
Board Clerk