

TOWN OF EAST LYME  
ZONING COMMISSION  
January 16th, 2020  
REGULAR MEETING MINUTES

**Members Present:**

Matthew Walker, Chairman  
Norm Peck  
Terence Donovan  
Bill Dwyer  
Anne Thurlow  
Kimberly Kalajainen  
George McPherson, Alternate  
Denise Markovitz, Alternate  
James Liska, Alternate

**Also Present:**

Bill Mulholland, Zoning Official  
Rose Ann Hardy, Ex-Officio

FILED

January 23, 20 20 AT 11:12 AM/PM  
Brooke Horan ATC  
EAST LYME TOWN CLERK

Chairman Walker called the Zoning Commission meeting to order at 7:01 p.m.

**Pledge of Allegiance**

Mr. Walker led the Pledge.

**MOTION (1)**

Mr. Donovan moved to enter into Executive Session at 7:04 p.m. to discuss pending litigation.

Ms. Thurlow seconded the motion.

Motion carried, 6-0-0.

**MOTION (2)**

Mr. Donovan moved to exit Executive Session at 7:43 p.m. with no action taken.

Mr. Peck seconded the motion.

Motion carried, 6-0-0.

Mr. Walker welcomed the audience and Commission to the meeting.

### Public Delegations

There were none.

### Public Hearings

- 1. Request of the East Lyme Zoning Commission, for an overlay/zone change to add the Niantic Village Design District to the East Lyme CB Zoning District.**
- 2. Request of the East Lyme Zoning Commission, for a text amendment to the East Lyme Zoning Regulations to add Section 34, Architectural Design Review Regulations, Niantic Village Design District.**

Mr. Walker gave a brief history of the work done by the Zoning Subcommittee regarding these items and their aim in preserving small town character through these regulations; their intent is not to thwart development, make things difficult for developers or homeowners, nor regulate colors of houses. He said they looked at other communities- Stonington, Noank and Mystic, and crafted these regulations after extensive work by Mr. Mulholland, and would now like to get public feedback.

Mr. Walker noted both Public Hearings will be opened simultaneously to avoid redundancy.

- Mr. Walker acknowledged the legal ads published for these items.
- Mr. Donovan read the Regional Planning letter dated December 27th, 2019 into the record.
- Mr. Donovan read the DEEP letter dated December 16th, 2019 into the record.
- Mr. Donovan read the Planning Commission letter dated January 9th, 2020 into the record.

Mr. Mulholland, East Lyme Zoning Enforcement Officer, came forward to give the presentation and thoroughly reviewed the draft regulations with the membership and audience (attached.)

Mr. Mulholland shared some of the following:

- The core of this document is already in the zoning regulations manual.
- These regulations are pursuant to Connecticut General Statutes 8-2 & 8-2J.
- The intent is to establish design standards for new or renovated buildings to enhance and maintain the Niantic Village character.

- The regulations apply only to the CB zone.
- The approving authority shall be the East Lyme Zoning Commission.
- Site plans have to come before the Zoning Commission anyway, so this review will be in addition to the ones the Commission already performs.
- These regulations pertain to major alterations, new construction or rehabilitation of properties within the Village District and in view of public roadways and navigable waters.
- It includes the design and placement of buildings, maintenance of public views, replacement of public roadways and crosswalks, fencing and landscaping.
- It also includes the replacement of exterior structures such as roofing, lighting, signage and siding.
- An outside consultant will be utilized when needed.
- Minor alterations can be approved by Mr. Mulholland or the Zoning office.

Mr. Mulholland thoroughly detailed the various minor alterations which may be approved by his office as well as the design criteria that will be utilized, and the receipt and review of submitted applications (attached.) He noted that in terms of minor alterations people have to come in for a special permit anyway and the criteria includes many different designs.

Mr. Mulholland observed that many other towns have architectural design regulations much more extensive than ours; this gives us a light touch.

Mr. Walker thanked Mr. Mulholland for all his efforts and called for public comment.

1. Timothy O'Byrne Burke of 11 Smith Avenue came forward and made some of the following comments:
  - He's in opposition of this; we don't need it.
  - What happened in this community to cause you to put forward this kind of control of people's homes?
  - His home is in a commercial zone and he realizes the Commission is not changing this but they're adding on an awful lot.
  - Who developed property you didn't like which would make him have to come here tonight?
  - You said something about color, but you're wrong and in ten years you probably won't be here.
  - He said he's going to bring up the ZBA Hearing Monday night and there was a huge discussion on the definition of one word; you wrote

on page 4, minor alterations- 'any change in the exterior color of the structure,' and you're opening statement you said it's not about color.

- In 20 years a Judge is going to read that and say yeah, it's about color, so you were wrong.
- He's not here to argue, but to give his opinion.

Mr. O'Byrne Burke again brought up the ZBA Hearing on Monday night and the Commission explained that tonight's proceedings have nothing to do with the ZBA. Mr. O'Byrne said Monday night has a lot to do with Section 34, how it's enforced, and they can agree or disagree about whether Mr. Mulholland is correct. He said that they're taking on his property rights and that Mr. Mulholland acts like it's not a big deal to come into his office; it's a big deal in terms of his time because he is busy.

Mr. Donovan explained that (in regards to these regulations), Mr. Mulholland is acting at the Commission's direction and Mr. O'Byrne detailed how he believes one of the Zoning maps is wrong. He said that it's a contentious issue, that they're talking about color and they already got the color on a map wrong.

Mr. Walker asked for clarification, if he only takes issue with the color component and Mr. O'Byrne Burke said he doesn't like anything from paragraph one to the final paragraph; he doesn't like that two consultants have to be hired. He asked what they're doing that we need to hire a consultant. Mr. Walker responded that they're not architects or engineers and one may be necessary in cases of a large development and not in regards to the color of your house.

Mr. O'Byrne Burke said a lot of people want to leave this State and it's because of over regulation and that's what this is; it puts too much power in your hands and it's going to be abused like it was Monday night.

Mr. Walker said tonight has nothing to do with Monday night. Mr. O'Byrne gave more details regarding Monday stating he has freedom of speech but apparently not here and not in regards to the color of his house. He asked what they will do when he paints his house airforce colors and if they want the telephone number of his attorney now. He said this is a political issue and Mr. Walker responded that it's not. Mr. O'Byrne Burke said they're going to be like Nazis.

Mr. Walker thanked him, bid him goodnight and asked if anyone else wished to speak.

2. Kevin Burke of 39 Roxbury Road came forward and said some of the following:

- He'd like to see the Zoning Commission weigh in on all decisions if this passes rather than operating under the one man rule.
- In regards to the Town looking like New Jersey, he doesn't know how they're ever going to capture how the Town once was.
- We would need to style with shingles and we need our train station back, for obvious reasons- it was a beautiful structure and it gave us access to the river.
- He hates to say it but whatever they put down at the base of Pennsylvania Avenue looks like a cemetery.
- If Mr. Mulholland leaves the next person may not have the same sense of style.
- You would make a better decision as a group rather than an individual.

### **MOTION (3)**

**Ms. Thurlow moved to close the Public Hearing at 8:31 p.m.**

**Ms. Kalajainen seconded the motion.**

**Motion carried, 6-0-0.**

### **Regular Meeting**

- 1. Request of the East Lyme Zoning Commission, for an overlay/zone change to add the Niantic Village Design District to the East Lyme CB Zoning District.**
- 2. Request of the East Lyme Zoning Commission, for a text amendment to the East Lyme Zoning Regulations to add Section 34, Architectural Design Review Regulations, Niantic Village Design District.**

Mr. Mulholland said they have 65 days to make a decision.

Mr. Dwyer asked for clarification regarding the zoning maps discussed and Mr. Mulholland explained the CB zone and where it ends.

Mr. Peck said he would like to vote tonight but clarify page 4, item D, Submission Requirements, by including the wording "Zoning Commission Submission" to make it easier for someone to follow.

The Commission discussed minor alterations and color.

Ms. Kalajainen as about an appeal process and Mr. Mulholland said that is the function of the Zoning Board of Appeals.

Mr. Mulholland observed that the regulations should constantly be revisited and revised as needed.

Mr. Dwyer asked about the wait time for this process and Mr. Mulholland said that in his opinion, it won't take any longer than it does now.

**MOTION (4)**

**Mr. Donovan moved to approve the Request of the East Lyme Zoning Commission, for an overlay/zone change to add the Niantic Village Design District to the East Lyme CB Zoning District.**

**Ms. Thurlow seconded the motion.**

**Motion carried, 6-0-0.**

**MOTION (5)**

**Mr. Donovan moved to approve the Request of the East Lyme Zoning Commission, for a text amendment to the East Lyme Zoning Regulations to add Section 34, Architectural Design Review Regulations, Niantic Village Design District as amended.**

**Mr. Peck seconded the motion.**

**Motion carried, 6-0-0.**

Mr. Mulholland said this will be published Thursday January 23rd and will be effective Friday January 24th.

Mr. Walker gave special thanks to Mr. Mulholland and Mr. Peck for their work on these regulations.

**3. Zoning Budget FY 2020/2021**

Mr. Mulholland noted this is the same exact budget as last year. He said the revenue stream is up due to Costco.

Mr. Donovan asked about requesting the \$2,000 previously removed last year and request \$4,000 given the new architectural design and a potential need for a consultant.

**MOTION (6)**

**Ms. Kalajainen moved to forward the FY 2020/2021 Zoning Budget as amended-\$108,603 to the Board of Selectmen for review.**

**Ms. Thurlow seconded the motion.**

**Motion carried, 6-0-0.**

**4. Approval of Minutes of January 2nd, 2020.**

Mr. Donovan said the last paragraph on the first page "andstated" is bunched together.

**MOTION (7)**

**Ms. Thurlow moved to approve the Zoning Commission Meeting Minutes of January 2nd, 2020 as amended.**

**Ms. Kalajainen seconded the motion.**

**Motion carried, 5-0-1.**

Mr. Dwyer abstained from the vote due to his absence from the January 2nd, 2020 meeting.

**Old Business-**

There was none.

**New Business-**

1. Any business on the floor, if any by the majority vote of the Commission.  
Mr. Donovan asked about revisiting the Aquifer Zone Map and whether we have the ability to adopt our own map. Mr. Mulholland said he would do some research.
2. Zoning Official  
Mr. Mulholland said JAG Capital Drive is working on their plans and he briefly detailed the additional Dollar General that will be opening on Boston Post Road.
3. Comments from Ex-Officio  
Ms. Hardy had no comments.
4. Comments from Zoning Board Liaison to Planning Commission

Mr. Dwyer detailed the Planning Commission meeting which primarily dealt with architectural regulations approved tonight.

Mr. Donovan is scheduled to attend the February 4th, 2020 Planning Commission meeting.

5. Comments from Chairman

Mr. Walker reminded the Commission to RSVP to meeting notifications.

**Adjournment**

**MOTION (8)**

**Mr. Donovan moved to adjourn the Zoning Commission Meeting at 9:08 p.m.**

**Ms. Kalajainen seconded the motion.**

**Motion passed 6-0-0.**

Respectfully Submitted,

Brooke Stevens  
Recording Secretary

SECTION 34  
ARCHITECTURAL DESIGN REVIEW REGULATIONS  
NIANTIC VILLAGE DESIGN DISTRICT

34.1 Authority

These regulations have been adopted pursuant to Connecticut General Statutes 8-2 and 8-2j; as amended.

34.2 Introduction

Niantic is a traditional New England Village within the Community of East Lyme with unique qualities and a strong sense of place. It has small and cohesive neighborhoods; a vibrant main street; extensive waterfront with marinas, beaches and a public walkway which promotes extensive pedestrian access along Niantic Bay. The village center has historically functioned as the social, civic and commercial center of the community.

These characteristics in themselves constitute a sense of place which contributes to the high quality of livability of the village. A physically and aesthetically enhanced village also typically results in increased property values. These values ultimately reflect on the degree of a place's desirability.

34.3 Purpose

The purpose of these Architectural Regulations are to establish design standards for new or renovated buildings that will preserve and enhance the New England character of Niantic Village, protect the distinctive character, landscape and historic structures within the district, provide a framework for design that draws inspiration from the traditions of Niantic and similarly situated New England Seacoast Communities and promote the safe, functional and attractive development of the Village District, and enhance the public experience.

34.4 Architectural Design

No site plan and/or special permit required under these regulations shall be approved nor shall any structure be constructed, reconstructed or exteriorly renovated or substantially improved in the design district or be permitted until the Zoning Commission determines that the overall architectural character of the proposed site and building design is in harmony with the neighborhood in which such activity is taking place, or accomplishes a transition in character between areas of unlike character; protects property values in the neighborhood and preserves and enhances the beauty of the community, its historical integrity and architecture. In making the determination

regarding historical integrity and overall architectural character, the Zoning Commission shall take into consideration the architectural character of Niantic's structures.

New buildings and renovations should be designed to fit the specific characteristics of their particular site. The architecture should be influenced by traditional New England building forms and town making patterns, the specific needs of the intended users, the nature of the intended use and other site specific factors. All buildings shall follow fundamental architectural principles of scale, massing and appropriate detail, and special attention will be paid to the essential elements of building design. These elements include, but are not limited to: foundations; windows, doors and shutters; porches, stoops, entries and railings; siding and trim; roofs and dormers; and appurtenances such as: chimneys, gutters and downspouts, columns, vents, exterior lighting and building identification.

The overall architectural character of any proposed building design should be in harmony with the neighborhood in which such activity is taking place, or accomplish as a transition in character between areas of unlike character, protects property values in the neighborhood and preserves and enhances the beauty of the community, its integrity and architecture.

#### Human Scale

Buildings and site elements should be designed to human scale. The forms, massing and openings of buildings should be proportional to the size of a human figure. Many architectural elements can add scale to a building – water tables, planters, recessed openings, divided pane windows, building mounted light fixtures, dormers, cupolas, projecting rooflines, covered walkways, colonnades, and similar features – provided they are designed as integral parts of the overall structure.

#### Freestanding Accessory Structures

Where freestanding non-habitable structures are allowed (e.g., ATMs, garages, service stations, canopies, storage units, recycling sheds, trash enclosures, cart corrals, utility buildings) they should meet the same design standards as the principal building through repetition of architectural forms, materials, colors and detailing.

### 34.5 Approving Authority

The approving authority shall be the East Lyme Zoning Commission except that, in the case of minor site plan review pursuant to this Section 34 and Section 24 of these regulations, the approving authority may be the Zoning Official or such other person or agency as may be specified in these Sections.

## 34.6 Definitions

These definitions are intended to apply only to Section 34. They are not intended to apply to, or as a means to interpret, the same or similar terms in other Sections of these or any other regulations of the East Lyme Zoning Commission.

### 34.6.1 District or Niantic Village Design District

The Niantic Village Design District (VDD) as delineated on the Zoning Map for the Town of East Lyme, shall be an overlay district encompassing the existing CB Commercial Area, the regulations of which shall be in addition to and not in lieu of, the regulations applicable to the underlying Zoning District.

### 34.6.2 Historic District

Any Historic District in the Town of East Lyme formally adopted in accordance with CGS Section 7-147a et seq.

### 34.6.3 Historic District Commission

East Lyme Historic District commission as may be established by the Town.

### 34.6.4 Minor Site Plan Review

The procedure set forth in Section 34.7 c of these regulations.

### 34.6.5 Plan of Conservation and Development

The Plan of Conservation and Development of the Town of East Lyme as may be amended.

## 34.7 Applicability

These regulations shall apply to all proposed renovations to existing buildings and structures, and all proposed new buildings and structures as described below:

### a. New Construction

### b. Major Alterations

New construction and substantial reconstruction or rehabilitation of properties within the District and in view from public roadways, navigable waters, including but not limited to:

1. The design and placement of buildings;
2. The maintenance of public views;
3. The design, paving materials and replacement of public roadways and passageways, including crosswalks;
4. Fencing and landscaping;

5. Replacement of exterior structural surfaces and components, including roofing materials, lighting and signage, with materially different surfaces, such as a change from clapboard siding to vinyl or aluminum siding or from stucco to wood siding or from slate tiles to asphalt shingles.

c. Minor Alterations approved by the Zoning Official

Activities that are not classified as New or Major Alterations pursuant to Subsection 34.7 (a) and (b) above, but that may still noticeably affect and change the character and appearance of properties within the district, including but not limited to:

1. Any change in the exterior color of the structure;
2. Replacement of hedges and replacement or installation of trees or shrubs in existing landscaped areas.
3. Any exterior change to a building or structure that requires a building permit but is not considered a major alteration;
4. Site modification including but not limited to changes in lighting fixtures, ground surface material or minor changes to parking;
5. Streetscape accessories on Town property or installed by the Town or a public or private entity on State property; including but not limited to street trees and landscaping;
6. All signage, and windows, roofing, doors, steps, stairs, decks, patios, siding and other exterior features with the same or approximately similar styles that will have a minor impact on the property provided that all applications are in keeping with the intent of the Design Review Regulations. Otherwise the Zoning Official may refer applications to the Commission for further review if necessary in his opinion.

D. Submission Requirements

The applicant shall provide adequate information to enable the Commission to make a determination, including architectural plans of all buildings, other structures and signs. Such plans shall include preliminary floor plans and exterior elevations showing height and bulk, roof lines, door and window details, exterior building materials, color and all exterior lighting and be stamped and signed by a licensed architect in the State of Connecticut. Site plans shall show paving materials, landscaping, fencing, lighting design and other features of the site and buildings which are visible from the exterior of any building on the site or from adjacent properties or streets and which may impact on the character or quality of life on adjoining properties and throughout the Village District. Design review requirements shall apply to all structures, exterior renovations, and substantial improvements within the VDD zone. A site plan in accordance with Section 24 of the Zoning Regulations shall be submitted for all new construction or major alterations. Minor alteration applications shall include at a minimum a plot plan.

In addition to all other requirements of the Zoning Regulations, the applicant for all buildings or structures and sites subject to a review by the Commission under this section shall submit scaled elevation drawings of the proposed structures for a design review. The scale of such drawings shall not be smaller than one-eighth inch equals one foot ( $1/8'' = 1'0''$ ).

The drawings shall locate and identify exterior materials, fixtures, roof pitch and building or structure height and include dimensions and architectural characteristics. The applicant shall also provide the Commission with all required comparative information regarding lots within two hundred (200) foot of the lot on which the development is proposed.

In cases of new construction or major alteration, a scaled streetscape colored rendering showing the proposed structure(s) in relation to the context of the surrounding area, particularly in regard to the criteria set forth in Section 34.8, shall be provided.

Said streetscape plan shall include the following:

1. Building elevations;
2. Streetscape materials and furniture;
3. Other appurtenances (i.e. light fixtures/poles, utilities, landscaping, street signs, etc).

All applications under this section shall demonstrate how the appearance of the proposed structure conforms to the criteria in Section 34.8, and, if applicable, the site plan criteria in Section 24 and the special permit criteria in Section 25.

#### 34.8 Design Criteria

The following criteria shall be considered in all designs. Designs shall be in keeping with the architectural fabric of the design district.

## Design, Massing, Scale & Proportions

Building design should incorporate features that add *visual interest* to the building while reducing the appearance of bulk or mass. Buildings should avoid long, monotonous, uninterrupted walls or roofs on their visible facades. They also should avoid long expanses of repetitive architectural elements. Whether symmetrical or asymmetrical, the buildings' facades should be *balanced in their composition*.

With the objective of maintaining a small-town character, buildings should appear to be *modest in scale*, relating to the scale of the immediate surroundings. The massing of larger commercial buildings should be deemphasized by the use of projecting and recessed sections, to reduce their apparent overall bulk.

The mass of buildings can be reduced by further introducing small-scale architectural features. The use of shutters, columns, and chimneys on building elevations and similar features help to establish a human scale at the street level.



*A good example of an active commercial block- visually, interesting, balanced, modest in scale with many architectural elements.*



*An example of a balanced and well-proportioned building.*

## Architectural Style and Detail

Buildings may be either traditional in their architectural character or a contemporary expression of traditional styles and forms

Buildings should articulate the line between the ground and upper levels with a cornice, canopy, balcony, arcade or other architectural features. The cornice and/or parapet is an area where architectural detail and materials are important, as they can add distinctiveness and visual emphasis to a building, but they should be consistent with the body of the design in scale and detail.

The use of special architectural elements, such as but not limited to towers & turrets, muntins & window shutters, chimneys and dormers etc., is encouraged at major street corners to accent structures and provide visual interest.



*Visually interesting roof of a commercial building.*



*Cupola.*



*Visually appealing façade in the Greek revival architectural style.*

## Storefront

Well-designed storefronts add vitality to the streetscape, encouraging pedestrian as well as vehicular traffic. Retail storefronts should make generous use of glass, face the street or sidewalk and not be obstructed by piers or other features that block view of the display windows. Carefully designed awnings coupled with appropriately scaled signage and lighting will further enhance the storefront's appearance.



## Roof Types

It is characteristic of traditional New England architecture that smaller-scaled structures have roofs that are *sloped* and *articulated* with dormers, chimneys, gables, cupolas, fascia etc.



Larger structures likewise can benefit from similar treatment that breaks up the massing into appropriately scaled elements. Avoid large flat-roofed areas, or conceal them behind parapets or sections of sloped roof.

## Windows

Fenestration (arrangement of windows on the wall) should be architecturally related to the style, materials, colors, and details of the building. Windows and door openings should be proportioned so that verticals dominate horizontals. To the extent possible, upper-story windows shall be vertically aligned with the location of windows and doors on the ground level, including storefront or display windows.



Upper stories should incorporate window patterns and designs that are compatible with and complimentary to existing upper-story window patterns on the block.



*Vertically-aligned windows and entrances.*

First-floor window and display design should create a feeling of *transparency* on the ground floor of the building. This contributes to a sense of safety and is welcoming to pedestrians. The viewing zone of the first floor façade should be made up of approximately 75% transparent non-reflective glass. Window displays are encouraged, but visibility into the building from the sidewalk should be maintained.

With the exception of retail storefronts, modestly scaled, vertically proportioned windows articulated with *muntins* (dividers of panes of glass) are most appropriate to the local building vernacular. *Shutters* are also an enhancement.



*Window with muntins.*

*Window with shutters.*

## Entrances

Architectural detail should be incorporated into the ground-floor façade to create an easily identifiable and welcoming entrance. As one of the most important parts of the facade, the main entrance should be easily identifiable. Doors and entryways should follow a traditional storefront design (usually recessed) and should be compatible with the architectural style of the structure. The entrances should also address the primary street or pedestrian pathway.

When rear parking is provided, the provision of secondary *rear entrances* and pleasing rear facades is strongly encouraged. The design of the rear entrances and facades should be appropriately detailed to provide an attractive appearance, but should not be overly embellished to compete with the main storefront.

Where a new building is to be located on a *corner*, each side visible from a street should be considered a primary storefront façade and incorporate these fenestration patterns, unless doing so would unduly obtrude into a primarily residential street.



*Greek revival entrance.*



*Victorian era entrance.*



*Corner building with attractive entrances and windows facing both major streets.*

## Materials and Colors

The Town strongly prefers authentic natural materials such as *wood, brick, and stone* for the exterior of structures and landscape features. Construct windows, storefronts and public doorways of wood where possible. Synthetic materials should be as close in appearance and detail to the natural material it simulates.



All sides of the building should use materials consistent with those on the front if visible from public streets or neighboring properties, and should be carefully designed with similar detailing, comparable quality, and compatible materials.



## Awnings

Awnings that are functional for shade and shelter are encouraged. These awnings should be made of canvas or a canvas-like material should fit the shape and scale of the window or door they are sheltering, and should be designed to be compatible with and complimentary to building signage and design. Awnings should break at the vertical divisions of the structure (i.e., the break between the display windows and the entrance).



The color and pattern of awnings affect the entire building and therefore should be carefully chosen. A facade with minimal architectural detailing can be enhanced with bright colors and patterns, while a more decorated facade may be complemented with a plain, subtle shade. The shape of awnings should be designed to fit the building's architecture and relate to other awnings that exist along the street. Traditional retractable awning styles are encouraged.



Other Elements That Add to New England Heritage:

## Shade Trees

Trees are an important element of landscape design. The inclusion of shade trees in site design is encouraged. Shade trees provide an aesthetic value as well as a functional purpose to Niantic Village. Shade trees are large deciduous trees with spreading canopies, with the most popular being oaks, maples, ashes, elms, and lindens. In addition to aesthetic qualities and commercial appeal of these trees, they also have more practical benefits such as reducing heating and cooling costs, reducing heat reflected from paved areas, converting carbon dioxide to oxygen, helping prevent soil erosion, increasing property value and much more. Therefore, preservation and protection of old shade trees as well as planting new ones is strongly encouraged.



## Plantings/Landscaping

Thoughtfully designed landscaping appropriate to the context of a small New England town should include the careful use of stone walls, wood fencing, paving materials and plantings. These features can tie a structure to its landscape, define spaces and make for a pleasant pedestrian experience. Preserve mature plantings, stone walls and other historic features where possible and minimize modifications to the natural topography of the site.

## Lighting

The exterior lighting scheme is important to the success of a storefront design. Lighting that highlights the sign and display area is often more effective than general lighting of the entire store. When a larger building has a number of storefronts, exterior lighting should be coordinated. Energy efficient lighting is also encouraged. East Lyme encourages energy conservation through the use of energy efficient bulbs and the elimination of extraneous light that can spill offsite or cause glare. Select pedestrian-scaled light fixtures appropriate to building type and location. Avoid the use of floodlighting, wall packs, and tall light posts intended for lighting large areas. Light fixtures should be of the full cut off variety to reduce sky glow.



Applications for new construction and major alterations shall contain a lumens plan prepared by a lighting/lumens engineer.

## Signage

In buildings with multiple storefronts, a coordinated approach to signage throughout the building is particularly important. Use signs of similar size, proportion, and materials on each store. Varying the color of individual signs can add variety. Signage should be appropriately scaled to the building or surface onto which it is placed, should not obscure important architectural features. East Lyme has comprehensive signage regulations (see Section 18 of the Zoning Regulations), which provide further detailed requirements.



## Discouraged Architectural Designs

Pictured below are examples of types of Architecture that are discouraged.



### 34.9 Modification

Substantial changes to the proposal after approval shall be reviewed by the commission, including applications for a special permit or formal site plan approved by the commission. Minor changes that would not materially affect the applicant's compliance with any of the criteria may be reviewed by the Zoning Official.

### 34.10 Special Criteria for Exterior Renovations, New Construction and Substantial Improvement of Existing Buildings:

In addition to the above criteria, exterior renovation or substantial improvement of a building or structure visible from a public street or from navigable waters should adhere to the following criteria.

The removal or alteration of any historic material or distinctive architectural features should be avoided unless the alteration is a positive improvement to the renovation. The distinguishing original qualities or character of a building or structure, its site, and its environment should not be destroyed.

All buildings, structures, and sites should be recognized as products of their own time. Renovations should generally be compatible with the existing structure or buildings on-site, but renovations that have no historical character and which seek to create an inappropriate appearance are discouraged.

Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, its site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

Distinctive stylistic features or examples of skilled craftsmanship which characterizes a building, structure, or site should be treated with sensitivity.

Deteriorated architectural features should be repaired or replaced to the extent possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities when feasible. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

Renovations and additions which destroy significant historical, architectural, or cultural characteristics are discouraged.

Designs should generally be compatible with the size, scale, material, and character of the original structure.

Whenever possible, new additions or renovations to buildings and structures should be done in such a manner that if such additions or renovations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Significant landscape features shall be designed by a licensed landscape architect.

#### 34.11 Design Review Procedure

##### 34.11.1 Application for a Certificate of Design Appropriateness

Each application for design review to be reviewed by the commission shall be submitted to the Zoning Official or other designated agent at least thirty (30) days prior to the next regular meeting of the Commission and accompanied by twelve (12) copies of the drawings regarding the proposal, which shall meet the requirements of these Regulations and shall be accompanied by a fee.

All applicants shall be subject to a pre-application development meeting with the Zoning Official to review the application and submission package.

##### 34.11.2 Receipt and Review of Application

Upon receipt of said application it will be scheduled for a hearing before the Zoning Commission unless it is a minor application. The Commission shall complete its review within 65 days. Applications that are determined to be incomplete shall not be accepted.

Applications that are subject to special permits or site plan review shall be reviewed separately from Design Review.

Applications shall contain all of the criteria contained within Section 34.

Minor Alteration applications shall be accompanied by at a minimum a plot plan, unless it is determined that a full site plan is needed to fully evaluate an application.

All applications for new construction and substantial reconstruction with the district and in view from public roadways and navigable waters shall be subject to review and recommendation by an architect contracted by the commission and designated as the Village District Consultant for such application. The Village District Consultant shall review an application and report to the Commission within thirty-five days of receipt of the application. Such report and recommendation shall be entered into the hearing record and considered by the commission in making its decision. Failure of the Village District Consultant to report within the specific time shall not alter or delay any other time limit imposed by the regulations.

The commission may seek the recommendations of any town agency or regional council or outside specialist with which it consultants. Any reports or recommendations from said agencies shall be entered into the record.

If the commission grants or denies an application, it shall state upon the record the reasons for its decision. If the commission denies an application, the reason for the denial shall cite the specific regulations under which the application was denied. Notice of the decision shall be published in a newspaper having a substantial circulation in the municipality. An approval shall become effective in accordance with subsection (b) of section 8-3c.

No approval of the commission under this section shall be effective until a copy thereof, certified by the commission, containing the name of the owner of record, a description of the premises to which it relates and specifying the reasons for its decision, is recorded in the land records of the town in which such premises are located.

At its first meeting upon receipt of an application for a certificate of design appropriateness the Commission shall first determine whether the application can be referred back to the Zoning Official for review and action under Section 34.7.c; or whether it requires Site Plan review per Section 24 or Special Exception review per Section 9.2 and 20.1.2.

The level of review deemed appropriate for an application received by the Commission is within the sole discretion of the Commission and shall be based on the potential impact on neighborhood architectural harmony and character, property values, historical integrity, and/or public health and safety.

After the Commission has determined both the level of review deemed appropriate for an application and the information it requires the applicant to present, at that same meeting the Commission shall then determine whether or not the application is complete. If it determines that the application is incomplete, the Commission will so advise the applicant who may withdraw the application or who may agree to continue consideration of the application until the next meeting and provide such information then. If the application is not withdrawn or continued, at that same meeting the Commission may deny the application without prejudice.

The Commission may also determine that the application is sufficiently complex that the Commission requires the assistance of an outside consultant who will make a report to the Commission to assist it in deliberations.

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## Vocabulary

- ◇ **Arcade:** A range of arches supported on piers or columns attached to or detached from the wall.
- ◇ **Awning:** A roof-like cover extending over or in front of a storefront (as over the deck or in front of a door and/or window) as a shelter.
- ◇ **Bay:** A main division of a structure. A regularly repeated unit on a building elevation defined by columns, pilasters, or other vertical elements, or defined by a given number of windows or openings.
- ◇ **Bay window:** A window or series of windows forming a bay in a room and projecting outward from the wall.
- ◇ **Blank Wall:** An exterior building wall with no openings and generally constructed of a single material, uniform texture, and on a single plane.
- ◇ **Brackets:** Ornamental pieces placed under eaves, cornices, window sills, etc., which appear to provide structural support.
- ◇ **Bulkhead:** A vertical partition separating compartments.
- ◇ **Canopy:** An ornamental projection, over a door, window, niche, etc.
- ◇ **Clerestory:** An outside wall of a room or building that rises above an adjoining roof and contains windows.
- ◇ **Column:** A supporting post—often round in shape—found on storefronts, porches, and balconies; may be fluted or smooth.
- ◇ **Corner block:** A square, relatively flat block of wood, often decoratively carved, placed at the upper corners on each side of the wood framing around a door.
- ◇ **Cornice:** The projecting uppermost portion of a wall, sometimes treated in a decorative manner with brackets.
- ◇ **Cupola:** A small roof tower, usually rising from the roof ridge.
- ◇ **Dormer:** A window set vertically in a structure projecting from a sloping roof.
- ◇ **Eave:** The part of the roof which extends beyond the side wall.
- ◇ **Façade:** The face of a building, especially the principal face.
- ◇ **Fascia:** Any relatively broad, flat, horizontal surface, as the outer edge of a cornice, a stringcourse, etc.
- ◇ **Fenestration:** The arrangement of windows and other openings in a wall.
- ◇ **Frieze:** The portion of the facade found just below the point where the wall surface meets the building's cornice or roof overhang.
- ◇ **Front Lot-Line:** On a regular lot, the front lot line is the shared line between the lot and a sidewalk/public right-of-way.

- ◇ **Gambrel:** A roof having two slopes on each side of the peak, the lower slope usually steeper than the upper one.
- ◇ **Gable:** The vertical triangular wall between the sloping ends of gable roof.
- ◇ **Gable Roof:** A roof that consists of two sloping planes that meet at the ridge or peak. The planes are supported at their ends by triangular, upward extensions of walls known as gables.
- ◇ **Hipped Roof:** A roof with four sloped sides.
- ◇ **Mansard Roof:** A roof that has two slopes on all four sides.
- ◇ **Massing of the Building(s):** The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called bulk.
- ◇ **Muntin (or Window Bar)** – A short bar used to separate glass in a sash into multiple lights. Also called a windowpane divider or a grille.
- ◇ **Parapet:** The portion of an exterior wall that rises entirely above the roof, usually in the form of a low retaining wall; the parapet may be shaped or stepped.
- ◇ **Pediment:** A low triangular gable above a cornice, topped by raking cornices and ornamented.
- ◇ **Pilaster:** A column partially embedded in a wall, usually non-structural and often decorated to resemble a classical column.
- ◇ **Public Right-of-Way:** Includes the street, curb and sidewalk area in front of private property at the front lot line.
- ◇ **Quoin:** Corner treatment for exterior walls, either in masonry or frame buildings.
- ◇ **Roof:** Flat or Pitched. Pitched roofs can be: Hip, Mansard, Gambrel, Gable, and more.
- ◇ **Sash:** (Window Sash) Framework of stiles and rails in which the lights of a window are set.
- ◇ **Scale:** A relative level or degree; to make in accordance with a particular proportion or scale with the surrounding architecture.
- ◇ **Setback:** An architectural expedient in which the upper stories of a tall building are stepped back from the lower stories; designed to permit more light to reach the street.
- ◇ **Shingles:** Thin pieces of wood or other material set in overlapping rows to form a roof or wall cladding.
- ◇ **Side light:** A framed area of fixed glass alongside a door or window opening.
- ◇ **Storefront:** The front side of a store or store building facing a street
- ◇ **Texture:** The visual or tactile surface characteristics and appearance of a building
- ◇ **Transom:** A small-hinged window above a door or another window.
- ◇ **Transparent Glass:** Degree of Tinting: Capable of transmitting light so that objects may be easily seen on the other side.

◊ **Turrets:** A small tower that projects from the wall of a building, such as a medieval castle or baronial house. A building may have both towers and turrets; turrets might be smaller or higher, but the difference is generally considered to be that a turret projects from the edge of the building, rather than continuing to the ground.

◊ **Type A buildings:** buildings originally built for commercial uses and constructed at the sidewalk edge which include commercial uses at the first-floor area.

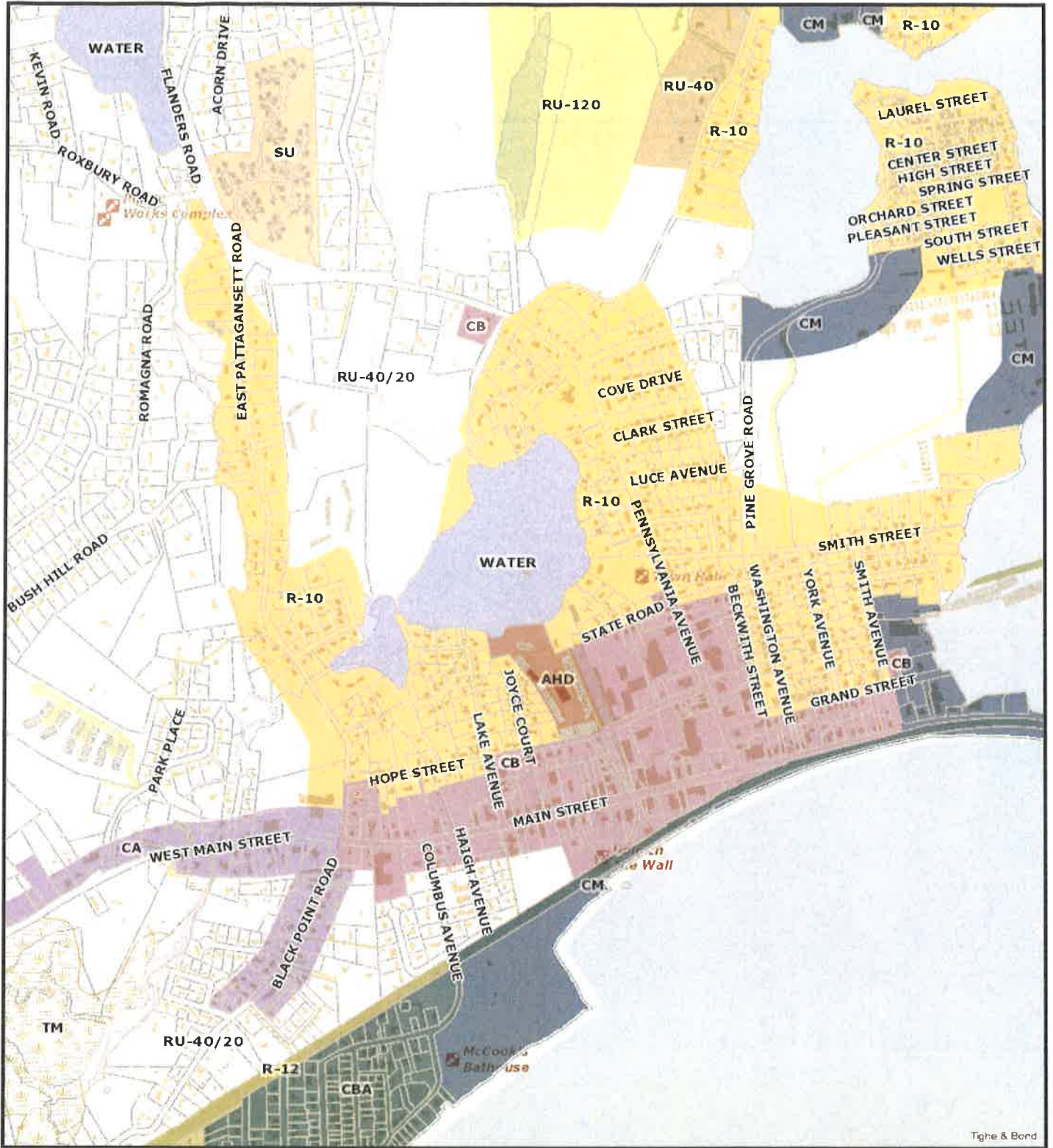
◊ **Type B buildings:** buildings of residential character which are now at least partially used for commercial purposes. These buildings, which often occur at the edge of the commercial district, are typically set back from the street line and incorporate landscaped front yard.

◊ **Valance:** A short drapery, decorative board, or metal strip mounted across the bottom of an awning to con-

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# Niantic Village Design District - CB Overlay Zone



12/6/2019 8:59:25 AM

Scale: 1"=1000'

Scale is approximate

The information depicted on this map is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analyses.



# GENERAL FUND BUDGET FY 2020/2021

	2019 Actual Expense	2020 Adopted Budget	2020 Amended Budget	2021 Dept Head Requested	2021 Bd Selectmen Proposed	2021 Bd Finance Proposed	Adopted	Amended
<b>116 - Zoning Commission</b>								
<b>100 Personnel Services</b>								
211 Zoning Official	96,958	99,177	99,177	99,177			0.00%	-100.00%
316 Longevity	800	800	800	800			0.00%	-100.00%
412 PT Clerical Recording Secretary	2,276	2,176	2,176	2,176			0.00%	-100.00%
<b>Personnel Services Total</b>	<b>100,034</b>	<b>102,153</b>	<b>102,153</b>	<b>102,153</b>	<b>0</b>	<b>0</b>	0.00%	-100.00%
<b>200 Services - Contracted/Operating</b>								
242 Professional Conventions/Conf	385	400	400	400			0.00%	-100.00%
243 Consultants	0	0	0					
246 Transportation Allow	0	750	750	750			0.00%	-100.00%
<b>Services Expenses Total</b>	<b>385</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>	<b>0</b>	<b>0</b>	0.00%	-100.00%
<b>300 Supplies &amp; Miscellaneous</b>								
255 Printing	100	100	100	100			0.00%	-100.00%
320 Misc Supplies	1,180	1,200	1,200	1,200			0.00%	-100.00%
<b>Services Contracted/Operations Total</b>	<b>1,280</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>0</b>	<b>0</b>	0.00%	-100.00%
<b>Zoning Commission Total</b>	<b>101,699</b>	<b>104,603</b>	<b>104,603</b>	<b>104,603</b>	<b>0</b>	<b>0</b>	0.00%	-100.00%
					<b>Revenue Net Budget</b>	<b>104,603</b>		

Department Total **4,626**

**TOWN OF EAST LYME**

**FY 2020/2021**

Dept No. 116

Budget Input

Dept Name Zoning Comm

12-Dec-19

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
211	Zoning Official		Salaries/Staff to Zoning Commission
316	Longevity		
412	PT Clerical Recording Secretary	2,176	Recording Secretary to the Zoning Commission
<b>Personnel Services Total</b>		<b>2,176</b>	
<b>200 Services - Contracted/Operations</b>			
293	State Fees		
242	Professional Conventions/Conferences	400	Continuing Education and Dues; Note that dues have increased for American Planning Association and CAZEO
	Consultants		Subject to approval of the First Selectmen at time of need.
246	Transportation Allowance	750	
<b>Services-Contract/Oper Total</b>		<b>1,150</b>	
<b>300 Operating Expenses</b>			
300	Printing	100	Required to have printed copies of the Zoning Regulations available to the public.
320	Office Supplies	1,200	Supplies necessary to office operations.
<b>Operating Expenses Total</b>		<b>1,300</b>	
<b>Zoning Commission Total</b>		<b>4,626</b>	

**TOWN OF EAST LYME  
BUDGET REQUEST 2020-2021  
REVENUE ESTIMATE (FORM C)**

DEPARTMENT, BOARD OR COMM: Zoning Commission

CHAIRMAN/ DEPARTMENT HEAD NAME: Matthew Walker  
 ADDRESS: William Mulholland, Zoning Official  
Town of East Lyme, PO Box 519, Niantic CT 06357

PHONE NUMBER: (860) 691-4114

SOURCE OR DESCRIPTION OF REVENUE	ACTUAL YEAR-END 6/30/2019	PLANNED YEAR-END 12/20/2019	ESTIMATED YEAR-END 6/30/2020	PLANNED YEAR-END 6/30/2021	COMMENTS (How determined; when last increased; comparison to surrounding towns)
Land Use Applications	53,793	<del>60,535</del> 25,000	65,000	25,000	Fee Based Fee Schedule Revised in 2008
TOTAL	53,793	<del>60,535</del> 25,000	65,000	25,000	