

VILLAGE DISTRICT  
DESIGN ADVISORY  
COMMITTEE/  
ARCHITECTURAL  
REVIEW BOARD

Telephone (203) 563-0185  
Fax (203) 563-0284  
www.wiltonct.org



TOWN HALL ANNEX  
238 Danbury Road  
Wilton, Connecticut  
06897

Robert Sanders, AIA, Chairman  
Samuel Gardner, AIA, Vice-Chairman  
John Doyle, AIA  
Kevin Quinlan, AIA  
Kathleen Poirier,  
AIA

**ARCHITECTURAL REVIEW BOARD/ VILLAGE  
DISTRICT DESIGN ADVISORY COMMITTEE  
REGULAR (ELECTRONIC) MEETING MINUTES  
Thursday, February 1, 2024  
5:00 PM**

**PRESENT:** Rob Sanders, AIA, Chairman, Sam Gardner, AIA, Vice-Chairman, Kathleen Poirier, AIA, Kevin Quinlan, AIA and John Doyle, AIA

**ALSO PRESENT:** Daphne White, Assistant Town Planner

**ARCHITECTURAL REVIEW BOARD**

- A. **Call to Order** – at approximately 5:00 PM
- B. **Roll Call**
- C. **Work Session**

A motion was made, and accepted, to amend the agenda and begin by discussing the approval of minutes from the January 4<sup>th</sup> meeting. The minutes were then unanimously approved.

**1. ARB Goals for 2024**

Mr. Sanders suggested a discussion addressing how the Board could do their job better, communicate to the public better, and communicate to Planning & Zoning better. He then opened the discussion to the Board members.

- It was recognized that the density and volume of larger projects are driven by the challenge of the economics that drive that type of building and will change the character of the denser spaces. A challenge is how to get ahead of this from a design concept, including motif, scale, and appropriateness for the Town.
- How can the Board be less reactive and more proactive?

- Determine the role of the ARB/VDDAC at the outset of projects and their role at an early stage. A comment was made that projects being presented were not in the concept phase, but were already “baked” when they reached the Board. The project at 131 Danbury Road was used as an example, that it was beyond concept phase when it was presented to the ARB. It was viewed by the ARB, which recognized the flaws, raising the question of how much of an impact the ARB has on projects.
- Communication with the Planning & Zoning Commission. It was suggested that there should be a discussion with the Planning & Zoning Commission to determine the ARB/VDDAC role in the process. Also, it was suggested that a member of the ARB be present at P&Z Commission meetings during “work sessions” or “preliminary discussions”, and that the attendee would participate in the discussions.
- ARB/VDDAC should have an advisory role in the disposition of Town of Wilton properties should the town decide to develop them. It was suggested that ARB/VDDAC could serve as a resource to the BOS. The use of a design charrette could be useful bringing together the ARB/VDDAC, BOS, and P&Z Commission. ARB/VDDAC as the design Board, in concert with good planning, could set a tone and move on to public/private partnerships. It was stressed that they should act as a liaison with the public and the press, in addition to the BOS and P&Z Commission.
- It was suggested that there be an alternate Board member.

The stated path forward would be to initiate dialogue with the First Selectwoman, through whom the ARB/VDDAC would be empowered, and then move the discussion to the Planning & Zoning Commission regarding a more active relationship.

## **2. Discussion of the Architectural Review Guidelines Draft**

The finished document needs to be uploaded to the town website and made available to the developing public.

### **APPROVAL OF MINUTES**

Minutes from the January 4, 2024 Regular Meeting were approved with no changes

### **III. COMMUNICATIONS**

Next meeting: March 7, 2024

### **IV. ADJOURNMENT – 6:30 PM**

**Respectfully submitted by Rich Callahan – Recording Secretary**

\*MINUTES HAVE NOT BEEN REVIEWED BY THIS BOARD/COMMITTEE AND MAY BE SUBJECT TO REVISION IN FUTURE MINUTES. FULL AUDIO RECORDING OF MEETING IS AVAILABLE AT: [Village District Design Advisory Committee / Architectural Review Board Minutes & Agendas | wiltonct](#)