



## DESIGN REVIEW COMMITTEE MEETING MINUTES

December 19<sup>th</sup>, 2024, at 6:00 PM

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**CALL TO ORDER:** Chairman Mr. Brett Bennett called the Design Review Committee Meeting to order at 6:03 p.m.

**ROLL CALL & ESTABLISH QUORUM:** Mr. Bennett conducted roll call. The members present were Design Review Committee Member, Bryan James; Design Review Committee Vice-Chair, Wendi Walton; and Design Review Committee Chair, Brett Bennett. A quorum was established.

**APPROVAL OF MINUTES:** The minutes from the previous meeting held on **November 14, 2024**, were reviewed. Wendi Walton moved to approve the minutes. Bryan James seconded the motion. Unanimously approved.

**DISCUSSION OF THE DESIGN REVIEW SUBMISSION CHECKLIST:** The committee continued reviewing and refining the Design Review Checklist.

Members explored adjustments to improve clarity, usability, and alignment with Alpine's needs and priorities.

Key discussion points included how to address zoning verification, site plans, landscape plans, and optional items like conceptual approvals or massing models.

Flexibility was emphasized to ensure the checklist is both practical and comprehensive. The committee acknowledged that further edits would be made, and no final decisions were reached at this time.

### GENERAL DISCUSSION AND NEXT STEPS

The committee discussed aligning the checklist with the Town's Land Use Development Code (LUDC) and ensuring it supports the long-term vision for Alpine.

Additional consideration was given to how design guidelines might apply to specific project types or unique circumstances.

### NOTE ON ATTENDANCE

Bryan James had to leave the meeting early due to a prior commitment.

### NEXT MEETING

The committee agreed to determine the date of the next meeting via email.

**ADJOURNMENT:** Mr. Bennett made a motion to adjourn the December 19<sup>th</sup>, 2024, Design Review Committee Meeting. The motion was seconded by Ms. Walton. Voting Yea: Ms. Walton and Mr. Bennett. The meeting was adjourned at 7:14 p.m.

**\*MINUTES ARE A SUMMARY OF THE MEETING\***

Attest:

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Brett Bennett, Chairman

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Date

Transcribed By:

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Sarah Greenwald, Design Review Committee Secretary

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Date