



OFFICE OF THE  
TOWN CLERK

# TOWN OF VERNON

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Posted 12/15/22  
K.D.

## LEGAL NOTICE TOWN OF VERNON TOWN COUNCIL

THIS IS TO GIVE NOTICE that at its regular meeting of December 6, 2022, the Vernon Town Council scheduled a public hearing to be held on December 20, 2022 in the Third Floor Council Chambers of the Town Hall, Memorial Building, 14 Park Place, Vernon, Connecticut.

The public hearing will take place at 7:35 p.m. regarding:

***“BE IT ORDAINED THAT THE DESIGN REVIEW ADVISORY COMMITTEE ORDINANCES CODIFIED IN ARTICLE VIII, SECTIONS 10-105 THROUGH 10-108 IN THE VERNON CODE OF ORDINANCES AND ORIGINALLY ADOPTED AS ORDINANCES #191, #193, #219 AND #268 ARE HEREBY REPEALED IN THEIR ENTIRETY”***

Copies of the proposed action are available at the Town Clerk's Office, 14 Park Place, Vernon, Connecticut and on the Town's website, <https://www.vernon-ct.gov/government/bids-and-contracts>.

Karen C. Daigle  
Vernon Town Clerk

Dated at Vernon, Connecticut, this 8<sup>th</sup> day of December, 2022.

Journal Inquirer  
December 14, 2022

## ORDINANCE #191

### AN ORDINANCE ESTABLISHING A DESIGN REVIEW ADVISORY COMMITTEE WITHIN THE TOWN OF VERNON

#### 1. Establishment; purpose:

There is hereby established a Design Review Advisory Committee by the Town of Vernon for the purpose of maintaining a high standard of community development, protecting the public health, safety, convenience and welfare, protecting the value of all real property within the community, promoting aesthetically pleasing development and preserving the special character of existing neighborhoods.

For the purpose of this ordinance, "Committee": shall mean the Design Review Advisory Committee.

The Committee shall be subject to all applicable Freedom of Information rules, regulations and laws.

#### 2. Members; terms; qualifications; offices; vacancies;

**2.1** Members; terms: The committee shall be composed of five (5) regular members and two (2) alternate members, who shall be appointed upon the recommendation of the Mayor and approval of the Town Council, The term of office for members and alternates shall be three (3) years, commencing January 1, 1991 except that of the five (5) regular members first appointed, two (2) shall be appointed for terms ending December 31, 1992, and one (1) shall be appointed for a term ending December 31, 1991. No member shall serve on the board for more than two (2) consecutive terms.

**2.2** Qualifications: At least two (2) regular members shall be specifically qualified by reason of education, training or experience in architecture, landscape architecture, city planning or historic preservation, or in the area of graphic or allied arts; one (1) regular member shall be a real estate, development or construction professional; and at least one (1) alternate member shall have special training or experience in architecture, city planning, historic preservation, construction or other related businesses or professions. At least one (1) alternate member shall be a public member. All regular and alternate members shall be residents of the Town of Vernon.

**2.3** Officers: The Chairperson and Vice Chairperson of the Committee shall be elected by a majority of the members of the Committee for a term of two (2) years. Committee members shall not serve as Chairperson or Vice Chairperson for more than two (2) years.

**2.4** Vacancies; removal: Any vacancy shall be filled for the remainder of the unexpired term as original appointments are herein provided. Any regular member and alternate member who misses fifty percent or more of the scheduled meetings in any calendar year shall be removed from the Committee.

#### 3. Meetings:

The Committee shall meet at least once a month, or as often as is deemed necessary. A quorum shall consist of three (3) members. In making recommendations on applications pending before it, the Committee shall act in accordance with the zoning regulations adopted by the Planning and Zoning Commission. The Committee shall report at least annually to the Town Council and the Planning and Zoning Commission on its activities.

#### 4. Procedures:

**4.1** Submission: An applicant for a special permit, site plan approval, subdivision, or modification to an already approved plan when said modification involves significant architectural features, shall submit an extra set of all materials with his application for the Committee's review and such other material as the Committee may require.

**4.2** Forwarding to Committee: The Town Planner shall upon receipt of an application, forward a copy of all completed application material to the Committee.

**4.3** Action by the Committee: At least seven (7) days prior to a hearing by the Planning and Zoning Commission on the request for a special permit, site plan approval, subdivision, or modification to an already approved plan application, the Committee shall submit a written report, including specific recommendations and suggestions, to the applicant, the Town Planner and the Planning and Zoning Commission. Failure of the Committee to comply with the time requirements of this subsection shall not delay the town's action on the application, unless such delay is requested by the applicant.

**4.4** A representative of the Committee shall attend each meeting of the Planning and Zoning

**ORDINANCE #191**

**AN ORDINANCE ESTABLISHING A DESIGN REVIEW ADVISORY COMMITTEE  
WITHIN THE TOWN OF VERNON**

Commission at which an application involving design review is heard.

**4.5 Preliminary Considerations:** An applicant may request preliminary consideration by the Committee of his general plans prior to seeking a special permit, site plan approval, subdivision approval, or modification to an already approved plan. When seeking preliminary consideration, the applicant shall submit a plan showing the proposed structures, improvements and packing, together with a general description of his plans. The Committee shall submit comments, together with its recommendations and suggestions, to the applicant no later than twenty (20) days after receipt thereof.

**NOTE:** Chapter V Section 5 of the Town of Vernon Charter, as amended November 6, 1990, provides that each ordinance adopted by the Town Council shall provide that the ordinance will be effective for a period of not more than ten (10) years from the date of adoption. If the Town Council does not act to renew the ordinance, the ordinance is repealed.

Introduced:	September 24, 1991
Advertised:	October 8, 1991
Public Hearing:	October 15, 1991
Council Action:	October 15, 1991
Advertised:	October 19, 1991
Effective Date:	November 3, 1991

**ORDINANCE #193**

**ORDINANCE AMENDING ORDINANCE #191 ENTITLED "AN ORDINANCE  
ESTABLISHING A DESIGN REVIEW ADVISORY COMMITTEE WITHIN THE  
TOWN OF VERNON"**

BE IT ORDAINED:

By the Council of the Town of Vernon, that Ordinance #191 entitled "AN ORDINANCE ESTABLISHING A DESIGN REVIEW ADVISORY COMMITTEE WITHIN THE TOWN OF VERNON" is hereby amended by deleting the word "subdivision" from Section 4.1, Section 4.3 and Section 4.5 of said Ordinance.

All other provisions of said Ordinance #191 are hereby reaffirmed.

This Ordinance will be effective for a period of not more than ten (10) years from date of adoption. If the Town Council does not act to renew the Ordinance, the Ordinance is repealed.

Introduced: January 21, 1992  
Advertised: January 28, 1992 - Journal Inquirer  
Public Hearing: February 4, 1992  
Council Action: February 4, 1992  
Advertised: February 11, 1992  
Effective Date: February 26, 1992  
Amended by Ordinance #219

**ORDINANCE #219**  
**ORDINANCE AMENDING ORDINANCE #191 ENTITLED "AN ORDINANCE**  
**ESTABLISHING A DESIGN REVIEW ADVISORY COMMITTEE WITHIN THE**  
**TOWN OF VERNON"**

BE IT ORDAINED:

By the Town Council of the Town of Vernon, that Ordinance #191 entitled "AN ORDINANCE ESTABLISHING A DESIGN REVIEW ADVISORY COMMITTEE WITHIN THE TOWN OF VERNON", as amended by Ordinance #193, Is hereby amended by adding the words "or special permit or site plan" to §4.1 after the second use of the word "modification"; by adding said words to §4.3 after the words "approved plan" in the first sentence; and by adding said words to the end of the first sentence in §4.5.

All other provisions of Ordinance #191 as amended by Ordinance #193 are hereby reaffirmed.

This Ordinance will be effective for a period of not more than ten (10) years from the date of adoption. If the Town Council does not act to renew the Ordinance, the Ordinance is repealed.

Introduced:	July 2, 1998
Advertised:	July 8, 1998
Public Hearing:	July 21, 1998
Council Action:	July 23, 1998
Advertised:	July 29, 1998
Effective Date:	August 13, 1998

**ORDINANCE #268**

**AN ORDINANCE ESTABLISHING A DESIGN REVIEW ADVISORY COMMISSION  
WITHIN THE TOWN OF VERNON**

**1. Establishment; purpose:**

There is hereby established a Design Review Advisory Commission by the Town of Vernon for the purpose of maintaining a high standard of community development, protecting the public health, safety, convenience and welfare, protecting the value of all real property within the community, promoting aesthetically pleasing development and preserving the special character of existing neighborhoods.

For the purpose of this ordinance, "Commission": shall mean the Design Review Advisory Commission.

The Commission shall be subject to all applicable Freedom of Information rules, regulations and laws.

**2. Members; terms; qualifications; offices; vacancies;**

**2.1 Members and terms of office:** The commission shall be composed of five regular members and four alternate members who each shall be appointed upon the recommendation of the Mayor and the approval of the Town Council. The term of office for members and alternates shall be three years. All present members of the Design Review Advisory Commission shall become members of the Design Review Advisory Commission in their terms shall continue until such time as their term may presently expire or until December 31, 2008 or whichever comes later. Thereafter, December 31, 2008 no member shall serve on the board for more than two full consecutive terms.

**2.2 Qualifications:** At least two regular members shall be qualified by reason of education, training or experience in architecture, landscape architecture, city planning, historic preservation or related graphic arts, or any one of the related fields to the above. One regular member shall be a real estate development or construction professional and at least one alternate member shall have specific training or experience in architecture, city planning, historic preservation, construction, or other related businesses or professions. All other alternate members will not require any specific qualifications. All regular and alternate members shall be residents or electors of 'the Town of Vernon.

**2.3 Officers:** The Chairperson and Vice Chairperson of the Commission shall be elected by a majority of the members of the Commission for a term of two (2) years. Commission members shall not serve as Chairperson or Vice Chairperson for more than two (2) years.

**2.4 Vacancies:** Any vacancy shall be filled for the remainder of the unexpired term as original appointments are herein provided. Any regular member or alternate member who misses 50% or more of the schedules meetings in any calendar year shall be removed by the commission consistent with Chapter 8, section 11 of the Vernon Town Charter entitled "Removal".

**3. Meetings**

The commission shall meet at least twice a month or as often as is deemed necessary. Quorum shall consist of at least three members. In making recommendations on applications pending before it, the commission shall act in accordance with the Zoning Regulations adopted by the Planning and Zoning Commission. The commission shall report at least annually to the Town Council and the Planning and Zoning Commission on its activities.

**4. Procedures:**

**4.1 Submission:** An application for a special permit site plan approval, subdivision, or modification to an already approved plan, or plan approved special permit or approved site plan when said modification or special permit or site plan involves significant architectural features, shall submit an extra set of all materials with said application for the commission's review and any said other material as the commission may require.

**4.2 Forwarding to Commission:** The Town Planner upon receipt of an application, forward a copy of all completed application material to the Commission.

**ORDINANCE #268**

**AN ORDINANCE ESTABLISHING A DESIGN REVIEW ADVISORY COMMISSION  
WITHIN THE TOWN OF VERNON**

- 4.3 Faction by the Commission:** At least seven (7) days prior to a hearing by the Planning and Zoning Commission on the request for a special permit, site plan approval, or modification to an already approved plan or special permit or site plan application, the Commission shall submit a written report, including special recommendations and suggestions, to the applicant, the Town Planner, and the Planning and Zoning commission. Failure of the Commission to comply with the time requirements of this subsection shall not delay the town's action on the application, unless such delay is requested by the applicant.
- 4.4** A representative of the Commission shall attend each meeting of the Planning and Zoning Commission at which an application involving design review is heard.
- 4.5 Preliminary Considerations:** An applicant may request preliminary consideration by the Commission of his general plans prior to seeking a special permit, site plan approval, or modification to an already approved plan, or special permit or site plan. When seeking preliminary consideration, the applicant shall submit a plan showing the proposed structures, improvement and packing, together with a general description of his plans. The Commission shall submit comments, together with its recommendations and suggestions, to the applicant no later than twenty (20) days after receipt thereof.

Note: Chapter V Section 5 of the Town of Vernon Charter, as amended November 6, 1990, provides that each ordinance adopted by the Town Council shall provide that the ordinance will be effective for a period of not more than ten (10) years from the date of adoption. If the Town Council does not act to renew the ordinance, the ordinance is repealed.

INTRODUCED	May 16, 2006
ADVERTISED:	May 30, 2006
PUBLIC HEARING	June 6, 2006
COUNCIL ACTION:	June 6, 2006
ADVERTISED	June 9, 2006
EFFECTIVE:	June 24, 2006