

Minutes
Design Review Committee Meeting
January 23, 2017

Member in attendance:

Planning Board:

Lenny Horr, Chair
Jack McAdam, Vice-Chair
Dianne Connolly

Citizen Members:

Kelly Tarbox
Tom Gagne

Staff support:

Beth Della Valle, Planning Director
Mike Casserly, Assistant City
Engineer
David Joy, Joy & Hamilton,
Architects

The meeting was called to order at 5:03 pm.

The minutes from the December 19, 2016 meeting were approved with the addition of Joe Stanley as the applicant's consultant, correction of a spelling error, and correction of David Joy's company name, Joy & Hamilton, by a 4-0 vote, with Lenny Horr making the motion and Dianne Connolly seconding.

The minutes from the January 10, 2017 meeting were approved with the correction of David Joy's company name, by a 4:0 vote, with Jack McAdam making the motion and Dianne Connolly seconding.

The meeting was a continued discussion and review of the design standards, the difference between standards and guidelines, and what factors determine which to use.

Beth also reviewed the "structure" of the design review process responsibility and authority. The Design Review Committee is created by the Planning Board, but does not have independent authority. It is the applicant's responsibility to present its ideas and solutions to any issues identified, not the job of the Committee to tell the applicant what to do. It is the responsibility of the Design Review Committee to advise and make recommendations to the Planning Board. The Committee may recommend approval of all or part of a proposal, but the final say rests with the Planning Board. The standards are adopted in the ordinance and only the City Council can make actual changes to these standards.

The Committee then proceeded to review the ordinance standards line by line, making comments and keeping notes with the intent of the standards in mind; suggestions for future changes which might include eliminating any inconsistencies, making the format easier to read or navigate, and creating a checklist and making sure applicants receive this information early in the review process to help them understand the City's expectations.

Beth will schedule another meeting to continue this process. On a motion by Kelly Tarbox, seconded by Dianne Connolly, the meeting adjourned at 6:35, with a 4:0 vote.

Respectfully submitted

Kelly Tarbox, Secretary