

Minutes
Design Review Committee Meeting
March 16, 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 minutes from the January 23, 2017 meeting were approved on a motion by Dianne, seconded by Jack (5:0).

The Committee continued its review and discussion of Design Standards, picking up with 280-15-11.5.2.1.3.3.1 with a focus on identifying standards versus guidelines, as well as noting concerns where future changes to the standards may be appropriate. There was also further discussion about creating a “checklist” for applicants to reference, as well as provisions for flexibility in adapting to constraints on a particular parcel (for example, small lot size in the central business district). It was noted that granting waivers for these types of situations would be the responsibility of the Planning Board. Emphasis was placed on ensuring equal treatment for all applicants and applications and being careful to be explicit about any exceptions.

Steve Cabana notified Beth that he would not be able to make the meeting, and offered to resign if it was an issue, but the Committee felt it best for him to stay on the Committee for the time being.

Discussion to amend 280-16-5.4.1.1 qualifications of members (living/working within one of the overlay districts) was postponed to the next meeting.

The next meeting was scheduled for Monday, March 27, 2017.

On a motion by Tom, seconded by Dianne the meeting was adjourned at 7:46. (David Joy had to leave at 6:30).

Respectfully submitted

Kelly Tarbox, Secretary