

Commercial Design Review Task Force Meeting Minutes
1-20-15

Members present: Wendy Magan, Rich Maiore, Jim Lee, and Erin McBee
Others present: Bill Scanlan (Town Planner)

Approval of Minutes Members unanimously approved minutes from last Task Force meeting of January 6, 2015.

Design Review Process - Bill Scanlan presented Design Review Matrix handout summarizing use of Design Review Board by other towns in MA, how applied and how adopted. Harvard PB currently performs design review but may benefit from a design review committee. Approximately 25% to 30% of towns have a design review committee. Harvard has the authorization in place to perform design review so a committee being formed would not be too much of a stretch.

Committee discussed what would happen if there was a conflict between design review committee conflict and Planning Board (PB). A liaison from PB would sit on committee and report back to PB so each (committee and PB) would know where each stands regarding ongoing review.

Design review adoption by Harvard was discussed. It may be by general bylaw to create a cmte with a charge and parameters. Bill went over Dedham's Zoning Bylaw of Design Review Advisory Board.

Discussion of handout looking at other towns and what items are included in design review versus site plan review by PB. There is some crossover.

Discussion of what should be submitted to Design Review - a conceptual design instead of requiring a full plan; pre schematic or conceptual design to scale will be submitted

Discussion of voluntary submission to design review committee and timing of submission

- Bill suggests goal of meeting/consulting w/design review committee at least twice
- discussion about required timelines - goal is streamlining and predictability not create more bureaucracy

Discussion of formation of Design Review Cmte and appointments - joint by PB and BOS (Board of Selectmen) or split with 2 appointed by PB, 2 by BOS; one by Town Administrator and a liaison from Historical Commission (or another member appointed by them). One goal is to avoid joint appointments by PB and BOS b/c it can be hard to coordinate with more parties involved

Discussion about creation of brochure/handbook like used in Sturbridge.

Building Design Standards - Reviewed Guidelines from other towns (handout prepared by Bill) showing examples of building improvements/designs with their standards

Discussion varied roof lines/ varied wall heights/ articulation of roof lines - does cost more however - how balance with encouraging business development we want - gives a message

that we want our town to look nice - provides momentum for approval if submit nice architectural elements.

Discussion about design - contemporary does not fit in with rest of the town - but if they incorporate traditional elements then it would be more acceptable.

Discussion about fenestration/dormers

-Guidelines should include pictures and diagrams. Members felt use of percentages of windows etc. would impede flexibility in the process.

-Transparency vs. windows - windows could be blocked from inside if needed for shelf space for retail

Tree Regulations - not discussed - tabled

Continuation of Discussion of Design Aspects of Parking, Landscaping and Buffering - not discussed - tabled

Next meeting Wednesday Feb 4th at 7

Adjournment Meeting adjourned at 8:30

Exhibits and Other Documents

Model Building Design Practices - slides presented by Bill Scanlan

Design Review Matrix - presented by Bill Scanlan