

From: Lois Laczko February 19, 2009 12:25:33 PM
Subject: Design Review Board Minutes 01/13/2009 ADOPTED
To: SimsburyCT_DesignMin
Cc:

ADOPTED

Design Review Board Minutes
January 13, 2009
Regular Meeting

I. CALL TO ORDER

Chairman Dahlquist called the meeting to order at 5:33 PM in the Main Meeting Room of the Simsbury Town Offices. The following members were present: Charles Stephenson, John Carroll, Kevin Gray, William Gardner, Rick Schoenhardt, Anthony Drapelick, Rita Bond and Mark Naccarato. Also present were Mr. Hiram Peck, Director of Planning, and Alison Sturgeon, Commission Clerk.

II. APPOINTMENT OF ALTERNATES

None were needed.

III. INTRODUCTION OF THOMAS J. ROY, DIRECTOR OF PUBLIC WORKS

Chairman Dahlquist stated that Mr. Roy has recently been hired as Director of Public Works.

Mr. Roy stated that since he has been hired, he has spent a great deal of time on the highway side of things due to the weather. He has been looking into the current practices of sanding the roads to see which is better environmentally, sand or salt. Regarding the building and grounds of the Town, Mr. Roy stated that a lot of the maintenance has been deferred. He would like to start making minor improvements to many of the facilities in Town.

Chairman Dahlquist stated that the DRB likes to have communication between the different groups. He invited Mr. Roy to come back to speak before this Board any time. This is important because the DRB gets involved in the approval process. He stated that Mr. Sawitzke has presented several

projects to this Board early on in the process in order to get their input.

Mr. Sawitzke stated that there has not been a Public Works Director in Simsbury for the past 6 years. He has informally been doing a part of this job. He stated that he will continue with the engineering side and will still continue to be involved in the Water Pollution Control. He will also continue to work with the Public Works Committee.

IV. INFORMAL PRESENTATION FOR AN ADDITION TO THE CENTER FOR DENTAL EXCELLENCE, LLC'S OFFICE LOCATED ON PROPERTY AT 625 HOPMEADOW STREET.

Jeff Gebrian from CR3 stated that there was an addition to the second floor of this building approximately 3 years ago. They are now proposing another addition to the property. This addition will be 11' x 17'; it will occupy some of the impervious surface. Because of this, the impervious surface went from 52% down to 49%. They are also proposing landscaping around the proposed addition, similar to the existing plantings. Regarding parking, they need to have 46 spaces; they currently have 42 standard size parking spaces.

The architect for this project stated that this proposed addition is a 10 foot, 6' x 17' addition to the south side of the building. They are proposing to continue the use of materials that are currently being used on the other portion of the building. They are also proposing a balustrade on all of the flat portions of the roof. He stated that the rest of the building has very nice detail and they will continue that detail on the proposed addition. They are also adding windows for natural lighting.

Chairman Dahlquist questioned if the proposed addition would have an entrance or exit. The architect stated that it would not. They will continue to utilize the main entrance.

Commissioner Schoenhardt stated he feels this is a reasonable proposal. He feels that the balustrade is a very good idea. Commissioner Drapelick stated that he likes the proposed window in the addition.

Commissioner Naccarato questioned if the applicant had considered removing the garage in order to get additional parking. Mr. Gebrian stated that the garage occupies enough land for only one additional parking space. Also, he stated that the garage is used for file storage.

Commissioner Stephenson stated that this building is a great example of a residence being converted into an office building. He feels that this addition is a nice solution and very thoughtful of the existing architecture. He stated that the parking issues would need to be left to the Zoning Commission.

Chairman Dahlquist questioned if any lighting was being proposed. Mr. Gebrian stated that they were not proposing any lighting.

Chairman Dahlquist stated that the changes that the applicant is requesting are small, but they are nice improvements to the building. He also likes the balustrade and the additional windows. He stated that he felt that the DRB had sufficient information to waive the formal process. The Board members agreed.

Commissioner Gardner made a motion to waive the formal application process and accept the presentation for the Center of Dental Excellence, LLC, located on property at 625 Hopmeadow Street as presented as the formal presentation. Commissioner Bond seconded the motion, which was unanimously approved.

Commissioner Stephenson made a motion that the following referral be made to the Zoning Commission: that the Design Review Board finds this application in its current form to be generally consistent with the Guidelines for Community Design, and recommends approval by the Zoning Commission as shown on information presented on a Drawing titled, "Site Plan L-1" and Architectural Elevation Drawings dated 01/08/09. This recommendation is with the understanding that there is no proposed change to any exterior lighting; that there are issues regarding the parking coverage, which are not the purview of this Board; and that the landscaping is a continuation of existing plantings. Commissioner Gardner seconded the motion, which was unanimously approved.

As a design consideration, Chairman Dahlquist stated that the Design Review Board chose to waive the requirement for a formal application because they felt that the changes to the building were exceptional in regard to the quality and character of the building. Although there may be issues with the Zoning Commission regarding the number of spaces and coverage, the Design Review Board feels that these are relatively minor issues in regard to the site design.

V. DISCUSSION

General discussion of Design Review Board Bylaws/Rules & Procedures

Mr. Peck stated that the Board members should review the bylaws and make any necessary changes to them. The Board discussed the document of Rules and Procedures, which Chairman Dahlquist e-mailed to the members prior to the meeting.

Chairman Dahlquist stated that at the last meeting, the Board discussed having the alternate members become regular members so everyone could vote.

They will need to determine how the wording was established and proposed when this Board was formed. There are currently 7 regular members and 3 alternate members. The Board members were in favor of making the alternate members regular members. Commissioner Schoenhardt stated that they should keep the amount of members needed for a quorum the same.

Commissioner Carroll stated that the Charter language for the Land Use Commissions is that they have regular and alternate members. He stated that the Design Review Board was probably established with that same standard. He stated that if they move forward with having the alternates as voting members, their title will not matter. Chairman Dahlquist stated that they could leave the status the way it is now. He suggested that they also leave the quorum as four members. Commissioner Gray stated that they could change the voting rules only to allow the alternates to vote. No other changes would be needed.

Under the heading of Organization, Commissioner Drapelick stated that the wording, "training and/or experience in" is not needed in the first paragraph. Mr. Peck stated that in the third paragraph in this section, it states that a quorum consists of four members including the Chairman. Mr. Peck suggested stating "Chairman or acting Chairman". After some discussion, the Board members agreed to eliminate, "including the Chairman". Chairman Dahlquist stated that, currently, the Chairman cannot vote on applications. Mr. Peck suggested that the wording be left as is in order to retain flexibility of giving the Chairman the right to vote.

Under the heading of Meetings, Commissioner Gray suggested that they should add the word, "generally" to when meetings are held because they are not always held on the second and fourth Tuesday of the month. Commissioner Bond suggested adding that no regular meetings are scheduled in August.

Under the heading of Freedom of Information, Commissioner Schoenhardt suggested that it be stated if and when the public can speak and it should also reference Robert's Rules of Order. Chairman Dahlquist stated that, traditionally, there has not been public audience. Mr. Peck stated that unless the Board wants to be bound by Robert's Rules of Order, they should take the reference out. Chairman Dahlquist stated that he would draft language for this section regarding this issue. He stated that he will also eliminate all references to Robert's Rules of Order.

Under the heading of Voting and Recommendations, the Board agreed to eliminate recommendations a, b, and c. Regarding waiving the request for a final formal application review, Commissioner Schoenhardt stated that this Board has not been following the right procedure. He suggested leaving the wording as is and following it properly.

The Board discussed the different types of typical motions and discussed changes that could be made to them. Mr. Peck suggested that the word, "conditions" not be used. He suggested that they state, "subject to the following modifications".

Mr. Peck stated that he would have the Town Attorney review all of the changes to make sure there are no issues. Chairman Dahlquist stated that after the changes are reviewed, the Board can then vote on them at the next meeting.

Charrette Subcommittee update on progress for Simsbury Center activities

Mr. Peck stated that the Charrette Subcommittee will be meeting tomorrow to discuss the response the Town received from Victor Dover regarding the scaled down proposal. Mr. Peck stated that he has also been looking into several grants from the DEP and the Connecticut Trust. This will also be discussed at the meeting.

Regarding the incentive housing zone, Commissioner Schoenhardt stated that he feels that there is some overlap. He questioned if there had been any thought as to how to coordinate this work with the Charrette. Mr. Peck stated that the DRB, potentially, has a significant role to play in the incentive housing zone grant. He stated that a portion of this grant is to develop Design Guidelines for certain types of housing. He stated that they could possibly get the consultant to study more sites if the DRB is willing to have significant input into these Guidelines.

Open discussion on possible projects for the DRB to undertake for 2009

Chairman Dahlquist stated that Commissioner Carroll had suggested, at the last meeting, to review the performance of the Design Guidelines. Chairman Dahlquist stated that the POCD has taken the approach to identify character places. He suggested that they work with this as a standard form; this would be applicable for the Town Center and other sites in Town. This can be done parallel with the Design Guidelines.

New Draft (PAD) Planned Area Development Regulation

Mr. Peck stated that the Town Attorney is drafting this regulation and has already made a preliminary presentation to the Zoning Commission. They will have another workshop to continue their discussion. He stated that the purpose is to come up with a draft for the Planned Area Development Regulation that the Zoning Commission will send forward to the other Boards and Commission and then to the public. Mr. Peck stated that the DRB will have a chance to give their input.

VI. CORRESPONDENCE

There were none.

VII. STAFF REPORTS

There were none.

VIII. APPROVAL OF MINUTES of December 9, 2008

Commissioner Stephenson made one edit to the December 9, 2008 minutes.

Commissioner Stephenson made a motion to approve the December 9, 2008 minutes as amended. Commissioner Drapelick seconded the motion, which was unanimously approved.

IX. ADJOURNMENT

Commissioner Gardner made a motion to adjourn the meeting at 6:57 p.m. Commissioner Drapelick seconded the motion, which was unanimously approved.