

## Mazurski Susan

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**From:** Glassman Mary  
**Sent:** Thursday, May 30, 2013 1:08 PM  
**To:** Mazurski Susan; Cooke Thomas  
**Subject:** FW: DRB appointment process  
**Attachments:** DRB Appointment Process 5.30.13.docx

Sue, please hold for next BOS meeting, thanks.



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**From:** Peck Hiram  
**Sent:** Thursday, May 30, 2013 10:43 AM  
**To:** Emil T. Dahlquist  
**Cc:** [rob@horizontechfinance.com](mailto:rob@horizontechfinance.com); Glassman Mary; 'Bob Decrescenzo'  
**Subject:** DRB appointment process

Emil; Rob Pomeroy asked me to send you the attached document regarding the DRB appointment process before it went out to the DRB members or the Town Committees. The Zoning Commission has approved this memo. It will also be posted on the Town Web site at some point, probably next week some time. I will send it to the rest of the DRB members on Monday and to the Town Committees chairs next Tuesday.

If you have any mechanical questions, please let me know. If you have policy questions, you may want to give Rob a call directly.

Thanks  
Hiram

May 30, 2013

To: Democrat Town Committee Chairman, Republican Town Committee Chairman

From: Rob Pomeroy, Chairman

Re: Appointment to Simsbury Design Review Board (DRB)

As you may know the Simsbury Zoning Commission, under the newly adopted Charter is responsible for developing qualifications and making appointments to the Simsbury Design Review Board.

The following information is sent to you for your consideration in case you or someone you may know is interested and potentially qualified for appointment to the Simsbury Design Review Board.

**Details and the timing of the appointment process is as follows:**

- Recommendations for appointment to the DRB may come from the respective political Town Committees or directly from an interested unaffiliated individual. Recommendations may also come from existing DRB members. Recommendations should be accompanied with a resume or a letter detailing the specific educational or experiential qualifications that make the candidate a good one for the position.
- **These recommendations must be received by the Zoning Commission (in the Land Use Office at Town Hall) by August 15, 2013.**
- All nominees which the commission selects for an interview will be interviewed by September 15, 2013
- All nominees selected for recommended appointment to the DRB will be appointed by the Zoning Commission on October 21, 2013.
- The new DRB members and alternates will take office on December 2, 2013.

**Information regarding the makeup, function and purpose of the Design Review Board:**

The DRB shall be made up of six (6) regular members and up to four (4) alternate members.

The Design Review Board serves as an advisory body to the Planning and Zoning Commissions on matters of planning, site and building design. The DRB is responsible for reviewing details of land use applications and making constructive recommendations which are consistent with the adopted Guidelines for Community Design.

The DRB provides guidance to property owners, developers, and the Planning and Zoning Commissions regarding Simsbury's visual resources, toward improving community development and protecting significant architectural heritage while conserving value in the built and natural environment, and assist when requested to help formulate and implement sound planning and design policies.

**The Philosophy of the Design Review Board shall be to work in a collegial fashion with the applicant so as to develop and arrive at the best designed plan for a given property which is feasible to construct, acknowledging the existence and using the guidance of the adopted Guidelines for Community Design, but within acknowledgement of existing financial limits.**

The DRB shall:

1. Advise the Zoning Commission via reports on each application for non-residential development, and
2. Advise the Planning Commission on best land use planning practices in the Planning Commission's work in adopting or updating the Simsbury Plan of Conservation and Development.

**Qualifications:**

Individuals who are interested in serving on the DRB should have either formal qualifications or specific work experience in one or more of the following areas:

1. Architecture or Architectural History
2. Landscape Architecture
3. Landscape design
4. Building or building construction
5. Specific non-residential building construction experience
6. Planning or Community Design
7. Planting or plant materials
8. Sculpture or environmental design
9. Related education or experience

**Application considerations:**

Depending on the specifics of the particular application, the DRB may evaluate and comment on:

- a. The proposed landscape and environment around the plan area
- b. The relationship of the existing or proposed structures and their relationship to spaces (open spaces, public spaces, private spaces)
- c. Protection of neighbors with regard to zoning in the area in light of sound buffers, control of trespass lighting, preservation of views, light and air, and those aspects of design not covered by other aspects of the existing applicable regulations.
- d. Streetscape and predominant desirable architecture are harmonious and generally consistent.
- e. Other relevant standards: The DRB may also comment on other relevant standards in making a recommendation to the Zoning or Planning Commission.

Details of DRB meeting conduct will be developed by the Zoning Commission in the near future.

cc: Mary Glassman, First Selectman  
Robert DeCrescenzo, Town Attorney