

Architectural Design Review Committee

Meeting Minutes

January 16, 2020
Town Hall – Council Chambers

7:00 p.m.

Members in attendance were Tim Eagles, Myles Brown, Dean Burhoe, Sheldon Crosby, Jack Kemper, Tim LeBouthillier, David Quisenberry, Bob Sanford and Peter Van Beckum. Also, in attendance Town Planner DeVoe and Assistant Town Planner Rutherford.

Guests in attendance: Unionville Historic District and Properties Commission members: Lisa Johnson, Sherry Horton, Ann Vibert Wuelfing and Matt Ross.

1. The ADRC conducted the election of officers: Tim Eagles was nominated as Chair and Peter VanBeckum was nominated as Vice Chair, nominations were seconded and approved unanimously.
2. The members of the Unionville Historic District and Properties Commission (UHDPC) were present for an informal discussion with the Architectural Design Review Committee (ADRC) for the purpose of discussing and arriving at a shared vision for the development of properties within, adjacent to, and near the Unionville Historic District and Properties.

UHDPC members expressed a desire to align the goals and vision of the ADRC and UHDPC with respect to the historic character of the Unionville neighborhoods. This led to a discussion regarding the regulatory requirements for each group, and design guidelines and study documents referenced by each group. The following documents will be shared with all members of the ADRC and UHDPC: the UHDPC Guidelines dated July 2016, the Unionville Village District Design Objectives and Standards dated April 2006 and the Unionville Study: 2002 Past, Present and Future. The ADRC and UHDPC agreed to meet again in late March / early April to review the design guidelines jointly to arrive at a consensus on critical elements as they relate to the historic character of Unionville.

There is a shared desire to close the gap in communication between the two groups. To accomplish this, the Chairperson of each group will be added to the email distribution for receipt of agendas for the other commission / committee and for the Town Plan and Zoning Commission. This will allow for an earlier awareness of projects that may be of interest to each committee / commission.

For consistency in message to applicants, it was discussed that the representatives from the UHDPC could attend ADRC meetings or vice versa for the purpose of sharing critical ideas and concerns at one meeting. Additionally, Town Planner DeVoe will review the ADRC bylaws to determine if adding a liaison from the UHDPC to the ADRC would be an appropriate mechanism for solidifying communication between the two groups. He further explained that issues of jurisdiction and process were important to any collaboration where applications to the Town Plan and Zoning Commission were concerned because the TPZ has statutory timelines in which they must render a decision. In addition, it was recognized that staff referrals were not mandatory, but would be discussed with potential applicants as a path of their own choosing. It was understood that applicants can meet with any land use body willing to discuss their project before, during or after application to TPZ is made with the caveat that they do so of their own volition. He conceded that staff needs to be cognizant of potential design conflicts and bring the matter to the attention of the applicant with due consideration to disclosure of jurisdiction and due process.

Both groups agreed that the context of where the building is being specifically placed and how it will be used is critical to the review of the design elements of the project. They also acknowledged that transition zones between business/commercial uses and residential uses require additional care to ensure appropriate materials and scale are being implemented in a project. Both context and transition design parameters need to be balanced with the requirements of the zoning regulations.

Action items:

1. ADRC and Historic District Chairs receive all land use agendas, except Wetlands. This will include ADRC, FHDC, UHDPC, TPZ and ZBA.
2. Design Guidelines and study document will be shared electronically with all members of the ADRC and UHDPC.
3. Joint meeting with ADRC and UHDPC in late March / early April for the purpose of reviewing and discussing the guidelines and study documents.