



**MINUTES
TOWN OF AMHERST
DESIGN ADVISORY BOARD MEETING
March 25, 2021
6:00 PM**

The regular meeting of the Town of Amherst Planning Board was called to order by Chair Giuliani on Thursday, March 25, 2021.

In accordance with the Governor's Executive Order 202.1 and for public health and safety concerns related to COVID-19, the Design Advisory Board meeting on was held via Zoom. The public had an opportunity to view and participate in the meeting live.

The Public could view and participate via video or audio call in to the Zoom Meeting at 6:00 pm:

Zoom Meeting Computer/Visuals Link:

<https://us02web.zoom.us/j/89210361842?pwd=NzFCckZnTnZ3TmExSTh1NzdYaGhwUT09>

Call-In Instructions: 1-646-558-8656

Meeting ID: 892 1036 1842

Password: 827158

ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Duncan M. Black	Town of Amherst	Vice Chairperson	Remote	
Dal Giuliani	Town of Amherst	Chairperson	Remote	
Marissa Colucci	Town of Amherst	Member	Remote	
Peter Talty	Town of Amherst	Member	Remote	
Tracy Conhiser-Uy	Town of Amherst	Member	Remote	
Dan Howard	Town of Amherst	Planning Director	Remote	
Scott Marshall	Town of Amherst	Principal Planner	Remote	
Amy Carrato	Town of Amherst	Clerk Typist	Remote	
Rachel Boerschig	Town of Amherst	Clerk-Typist	Remote	
Ann Demopolous	Town of Amherst	Deputy Town Attorney	Remote	

DESIGN REVIEW APPLICATIONS

None

MISCELLANEOUS**1. REVIEW OF MAJOR SITE PLAN INSTRUCTIONS**

Scott Marshall, Principal Planner, presented the proposed Procedure for Design Review for the Board's comments and consideration.

Mr. Giuliani stated that the first applications would test these procedures and changes may be needed. Mr. Marshall agreed but encouraged the Board to approve initial procedures to start with.

Mr. Black noted renderings are difficult to see on Zoom meetings, which could negatively affect the Board's ability to review a project's aesthetics. He would prefer to assess the proposed materials in person. Mr. Marshall pointed out the proposal explicitly states that petitioners should be prepared to provide samples, color pallets, and other pertinent information at the meeting.

Mr. Black suggested the Board visit the town hall to view such materials in person. All members were agreeable to in-person meetings but Ms. Conhiser-Uy and Mr. Talty emphasized the necessity of space for social distancing protocols. Dan Howard, Planning Director, stated the Council Chambers were under renovation to accommodate such meetings. Mr. Howard stated the Planning Department could look into alternatives as well. Mr. Marshall warned if more than three members met, it must be a public meeting and the renderings would give the Board an initial idea of a project's aesthetics. Ms. Conhiser-Uy wanted to clarify that the proposal was for regular meetings, not additional ones. Ann Demopolous, Deputy Town Attorney, also requested clarification and noted she would be unable to attend in-person meetings. Mr. Giuliani confirmed he was referring to the regularly scheduled Design Advisory Board meetings. That way, the Board could directly to speak the petitioner about those samples as a group.

Mr. Giuliani asked the Board for their approval. Ayes 5, Noes 0, Abstains 0.

2. REVIEW OF MAJOR SITE PLAN APPLICATION

Scott Marshall, Principal Planner, presented the changes to the Application for Design Review. There was more space added to elaborate on the general design information and "Recommendation" spaces were added for the Board's feedback.

Following discussion, Mr. Giuliani asked the Board for their approval. Ayes 5, Noes 0, Abstains 0.

3. REVIEW OF MAJOR SITE PLAN CHECKLIST

Scott Marshall, Principal Planner, presented the updated Design Review Submittal Requirements and Checklist. More recommendations were added to the checklist per the Board's suggestions including instructions to present physical samples. The checklist was also streamlined.

Mr. Giuliani stated it looked comprehensive. Mr. Black noted that the page numbers were incorrect and Mr. Marshall assured him the numbering would be fixed.

Following discussion, Mr. Giuliani asked the Board for their approval. Ayes 5, Noes 0, Abstains 0.

4. REVIEW OF REVISED LOCAL LAW FOR THE DESIGN ADVISORY BOARD

Scott Marshall, Principal Planner, presented the proposed changes to the Local Law for the Design Advisory Board. Document names were updated as the law was written before said documents existed. Some required documents were removed from the local law and instead

placed into the Procedure for Design Review and the Design Review Submittal Checklist. This way, future changes to those requirements will not entail amending the local law. Language of approving applications changed to making recommendations based on adherence to the Design Guidelines for Mixed-Use Districts. The Deep Corridor 3 (DC-3) zoning was added as an applicable zoning as it is a mixed-use zoning created after the establishment of the Design Advisory Board.

Mr. Talty confirmed that changing the language to judging a project's consistency to the Design Guidelines was in line with the Board's authority.

Mr. Giuliani voiced his concern that the petitioner may ignore the Board's recommendations and the Planning Board would not have access to the proposed materials. Mr. Black pointed out that the Planning Board, due to the role of the Design Advisory Board, would have purview over the aesthetics of mixed-use applications. A petitioner should present materials to the Planning Board especially if the petitioner disagreed with the Design Advisory Board's recommendations. He believes the process adds extra steps but with advanced notice of simple procedures, it would not be too burdensome on most developers and Mr. Giuliani agreed.

Following discussion, Mr. Giuliani asked the Board for their approval. Ayes 5, Noes 0, Abstains 0.

The Board then took public comment.

There were no comments made.

OTHER COMMUNICATIONS

None

UNFINISHED BUSINESS

None

MINUTES APPROVAL

October 22, 2020

Mr. Black moved to approve the minutes. The motion was seconded by Ms. Colucci and carried. Ayes 4, Abstain 1 (Conhaiser-Uy).

Scott Marshall, Principal Planner, previewed the application for 1265 Sweet Home Road to the Board for the April 22, 2021 meeting to illustrate that some applications may include pre-existing structures. He also laid out the submittal timeline.

The Board then took public comment.

There were no comments made.

ADJOURNMENT

The Design Advisory Board meeting of March 25, 2021 was adjourned at 6:45 pm.