



**MINUTES  
TOWN OF AMHERST  
DESIGN ADVISORY BOARD MEETING  
July 27, 2023  
6:00 PM**

The regular meeting of the Town of Amherst Design Advisory Board was called to order by Chair Giuliani on Thursday, July 27, 2023 at 6:00 pm in the Amherst Industrial Development offices, 4287 Main St, Amherst, New York.

**ROLL CALL**

| <b>Attendee Name</b> | <b>Organization</b> | <b>Title</b>         | <b>Status</b> | <b>Arrived</b> |
|----------------------|---------------------|----------------------|---------------|----------------|
| Duncan M. Black      | Town of Amherst     | Vice Chairperson     | Present       |                |
| Dal Giuliani         | Town of Amherst     | Chairperson          | Present       |                |
| Marissa Colucci      | Town of Amherst     | Member               | Late          |                |
| Peter Talty          | Town of Amherst     | Member               | Late          |                |
| Tracy Conhiser-Uy    | Town of Amherst     | Member               | Present       |                |
| Dan Howard           | Town of Amherst     | Planning Director    | Present       |                |
| Gary Palumbo         | Town of Amherst     | Associate Planner    | Present       |                |
| James Quinn          | Town of Amherst     | Assistant Planner    | Present       |                |
| Rachel Boerschig     | Town of Amherst     | Clerk-Typist         | Present       |                |
| Anne Dafchik         | Town of Amherst     | Architect            | Present       |                |
| Nora B. Robshaw      | Town of Amherst     | Deputy Town Attorney | Present       |                |
| Jacqueline Berger    | Town of Amherst     | Councilmember        | Present       |                |

**DESIGN REVIEW APPLICATIONS**

None.

**MISCELLANEOUS**

**2.1. REVIEW OF DESIGN ADVISORY BOARD PROCEDURES**

Mr. Giuliani opened the meeting with introductions of all those present.

Dan Howard, Planning Director, and Gary Palumbo, Associate Planner, presented an overview of the proposed changes to the Design Advisory Board review processes from the last meeting.

Some changes have already been implemented. Mr. Giuliani noted that he spoke with Mr. Robert Gilmour, the Planning Board chair, on ways to strengthen the Design Advisory Board comments at the Planning Board meeting. He will advocate for the Design Advisory Board's findings in said meetings. The staff will review and update the Planning Board/Design Advisory Board calendar, create a preliminary review form, and update the procedure outline.

At the previous meeting, the Board expressed interest in improving the review results by offering to hold preliminary reviews without official findings in advance of a formal review. The Board supported this concept. Planning Department staff analyzed the project submission calendar to determine if preliminary reviews could be timed to support regularly scheduled Design Advisory Board meetings without significantly impacting a project timeline. If preliminary reviews were mandated, the current calendar for submission and review would leave insufficient time for Town staff to review and distribute the petitioner's materials. Additionally, the deadline for publishing public hearing notices makes the schedule particularly inflexible.

If the preliminary review remains optional, the petitioner could choose when in their design process the informal review should be held. This would give developers some flexibility and the staff enough time to process the submission. The staff will encourage developers to participate in preliminary reviews. A deadline for preliminary review applications will be determined to ensure enough time to maintain the Planning Board calendar.

The Board unanimously agreed to offer, but not mandate, preliminary reviews.

Mr. Howard requested the Board finalize their list of requirements for a preliminary review including submission documents. The Board also reviewed the wording for instructions to petitioners to make sure their intended requirements were clear.

The Board unanimously agreed to a list of required documents and the language to be added to the instructions to petitioners.

The Board agreed to meet in August to review the changes discussed in this meeting although some members may not be present.

### **OTHER COMMUNICATIONS**

None.

### **UNFINISHED BUSINESS**

None.

### **MINUTES APPROVAL**

Ms. Nora Robshaw, Deputy Town Attorney, stated the Town's understanding is that Board members may vote on minutes even if they were not present at the relevant meeting if they reviewed the draft. However, only members who were present at that time can make a motion.

December 8, 2022

Mr. Black moved to approve the minutes. The motion was seconded by Ms. Colucci and carried. Ayes 5, Noes 0, Abstain 0, Absent 0.

May 25, 2023

Mr. Talty moved to approve the minutes. The motion was seconded by Mr. Black and carried. Ayes 5, Noes 0, Abstain 0, Absent 0.

June 29, 2023

Ms. Conhiser-Uy moved to approve the minutes. The motion was seconded by Mr. Talty and carried. Ayes 5, Noes 0, Abstain 0, Absent 0.

### **ADJOURNMENT**

The Design Advisory Board meeting of July 27, 2023 was adjourned at 7:20 pm.