

**SPECIAL MEETING MINUTES
DESIGN ADVISORY BOARD
TOLLAND, CONNECTICUT**

March 10, 2011

Members Present: Sudhakar Nagardeolekar, Chair; Vikas Nagardeolekar, Vice Chair; Bill Byers, Cheryl Nicholas, and Jim Gorman.

Members Absent: Kimberly Rogers

Others Present: Linda Farmer, Director of Planning & Community Development

CALL TO ORDER: Sudhakar Nagardeolekar called the meeting to order at 7:10 p.m. in the 4th Level – Conference Room C.

NEW BUSINESS

1. Discussion concerning the Tolland Village Area (TVA) Design Guidelines. The Board reviewed Jim Gorman's written landscaping suggestions of March 10 for the Tolland Village Area. Members also reviewed the printout of Section 170-36 of the Zoning Regulations, entitled Landscaping, Screening and Buffering Requirements. Ms. Farmer said some of Mr. Gorman's recommendations have been added to Section 170-36 of the Zoning Regulations and others to the proposed Design Guidelines of the TVA.

Mr. Gorman said he feels it's good for the town to have some recourse if approved landscaping is not being kept up and said thought needs to go into how landscaping will be maintained. Ms. Farmer said the PZC could require a Landscape Maintenance Plan as part of an approval.

Sudhakar Nagardeolekar asked Ms. Farmer how she envisioned the approval process for the TVA would work. Ms. Farmer said she has recently been in discussion with Planimetrics, the consultant for the TVA, about how the town could best utilize its remaining time with them in their contract. She said it would be good to have a discussion with them about how to implement approvals as well as how the roles of the various Boards and Commissions will be involved.

Ms. Nicholas asked if it has been determined who developers would talk to first. She would like to avoid a process where developers who want to move with a project have to wait an unnecessary amount of time between meetings. Ms. Farmer said with the TVA development, she would expect that developers would have preliminary discussions with both the Design Advisory Board and the PZC early on. The idea is to have them bring forward a conceptual plan first for their input before spending too much time and money on a more formal plan. She said that while the Design Advisory Board's comments are advisory, the PZC does incorporate their comments into their approvals.

The Board reviewed the Draft Design Guidelines for the TVA. Ms. Farmer noted that on Page 3, she incorporated Jim Gorman's advice from the previous meeting to preserve the existing vegetated buffers to abutting single-family neighborhoods.

On Page 5, the final bullet under Materials and Color was revised to read: Native stones of the Tolland *area* should be incorporated in the design wherever possible. At Sudhakar Nagardeolekar's recommendation, the last bullet on Page 6 was reworded as: Roofing equipment such as HVAC units should be *attractively* screened from public view.

The Board discussed the second sub-bullet under "Street level facades" on Page 7. Mr. Byers noted that corner entrances to corner buildings are often attractive and functional and allow the merchant to utilize the entire front of the building for display. Ms. Nicholas noted that this bullet is redundant to the first bullet under Street level facades. The Board agreed to remove this bullet in its entirety.

Additionally, Sudhakar Nagardeolekar noted that facades that don't face the Main Street are not addressed. A bullet was added to read: *All building facades should be complementary in material and design.*

The Board discussed signage on Page 8 and 9, noting that the type of hardware used for overhanging signs can make a difference in its attractiveness and can create a sense of uniformity between a range of sign styles. A fourth sub-bullet was added on Page 9 under "Overhanging signs" to read: *Visible hardware should complement signage and be similar in style.*

The various bullets for Awnings as listed on Page 10 were discussed. There was consensus of the Board to revise the second bullet to read: *Awnings should not span numerous store fronts.* Additionally, the fourth bullet was reworded to read: Awnings should not hide the facade's *primary* architectural details.

In discussing the two sub-bullet points under the lettering and logos on awnings, Ms. Nicholas said they also need to add wording that prohibits lettering on an awning's sloped portion. Ms. Nicholas also asked if the final bullet under Awnings is clear enough in addressing the desire to avoid neon or other unattractive lighting. Ms. Farmer said the town's lighting regulations more fully addresses this.

The Board discussed Streets, Walkways, and Streetscape guidelines on Page 11. On Ms. Farmer's advice, wording on the third bullet was added so the bullet now reads: Snow storage areas shall *be* provided as required *along roads.*

The Board also discussed the 7th bullet on Page 11 regarding asphalt sidewalks and other paving materials. Mr. Byers noted that different paving materials can be visually attractive in setting off a separate seating area. They discussed the associated pictures that go with the page, noting that the top picture is a somewhat dull image and the bottom picture has a too-wide sidewalk that lacks greenery, particularly where the sidewalk meets the road. The cages around the trees also were not attractive. There was consensus to look for some better pictures as illustration.

There was consensus to follow Sudhakar Nagardeolekar's recommendation to remove the words *where possible* at the end of Bullet 8. He said developers could read this as a license to opt out of trying to comply with ADA requirements.

The Board discussed the third bullet (regarding Bike racks and walking amenities) on Page 12. There was discussion regarding who would maintain drinking fountains and whether they would be operational year-round. Mr. Byers noted that they might help reduce the amount of water bottle trash in the TVA. Mr. Nagardeolekar asked if it would fall upon the developer to maintain drinking fountains. Ms. Farmer said that would need to be addressed as part of the development.

There was consensus among members to make a minor change to the second to last bullet on Page 12, so that the bullet would now read: Natural *native stone* should be considered for walls, benches, and stone address pillars. Additionally, on the first bullet on Page 13, Ms. Farmer said she added the words *generally be at least* to the sidewalk width because there will be times when a ten foot wide sidewalk will not be appropriate. She also said she will add a drawing of a bio-retention area between the curb and sidewalk for a visual.

Mr. Gorman said that the proposed Zoning Regulations should denote a required percentage of space that needs to be made communal space. Additionally, noting that a resident brought up his concern at the public forum on the TVA this past Monday about whether there would be enough business in town to support a hotel, Mr. Gorman said he felt a hotel with a large banquet room would be ideal for local proms, weddings, and other special events.

In reviewing the "Sample Main Street" picture on Page 14, Ms. Farmer said she would like to reduce the Right of Way from 100 feet to 90 feet. Additionally, for ease in understanding, the 19' On-Street Parking notation should be changed from 19' wide, to 19' *deep*.

On Page 15, a spelling correction was made to the word *areas* in the second sub-bullet under Landscape Features. Additionally the third sub-bullet was reworded to read: A Landscape Maintenance Plan shall be provided *for replacement of trees or shrubs* as needed.

On Page 16, the second bullet under Fences and Walls was reworded to read: Public areas for sitting, reading and socializing *should* include natural stones, benches, or sitting walls.

The Board discussed the bullets under Parking on Page 17. After some discussion, it was agreed that the first bullet should be broken into two separate bullets, the first to read: *Parking for uses located on the Main Street should be provided by on-street parking spaces along the main street.* The second bullet should then read: *Additional parking, such as underground parking and parking lots may be located on accessways other than the main street.* The original second bullet on curb cuts was removed in its entirety.

The Board discussed the bullet points on Page 18, finding that the last item regarding wiring for lighting should be removed in its entirety, since wiring will be underground.

The Board found that the information in Section 4 regarding residences to be satisfactory. Mr. Byers noted that architectural elements on housing units such as skylights with walkouts to the roof might be attractive features.

Ms. Farmer said she will be adding some human scale drawings of buildings and lights and a road cross-section, as well as a drive-thru and how it could be designed to be screened or put off to one side.

BUSINESS MEETING

1. Approve minutes of December 3, 2009 Regular Meeting and February 17, 2011 Special Meeting. Vikas Nagardeolekar/Cheryl Nicholas motion to approve the December 3, 2009 Regular meeting minutes. Cheryl Nicholas, Vikas Nagardeolekar, Sudhakar Nagardeolekar, and Jim Gorman voted to approve. Bill Byers abstained. Motion passed.

Bill Byers/Vikas Nagardeolekar motion to approve the February 17, 2011 Special Meeting minutes. Motion was unanimously approved.

ADJOURNMENT

Bill Byers/Vikas Nagardeolekar motion to adjourn the meeting and pay the clerk at 9:05p.m. Motion was unanimously approved.

Respectfully submitted,

Annie Gentile
Clerk