

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meetings

Name of committee:	Design Review Committee
Date of Meeting:	September 28, 2021
Time:	6:00 PM
Place:	Hearing Room Yarmouth Town Hall 1146 Route 28, South Yarmouth, MA

Agenda (Topics to be discussed):

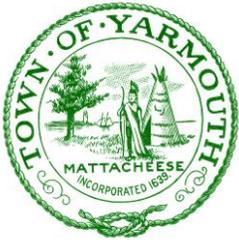
1. **Design Review Committee Annual Update with the Board of Selectmen (BOS)**: The Design Review Committee (DRC) may meet in quorum to present and discuss their 2021 DRC Annual Report with the BOS.
2. Adjournment

Attachments: All exhibits are available for public review in the Planning Department, Yarmouth Town Offices, 1146 Route 28, South Yarmouth, MA, during normal business hours.

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

YARMOUTH TOWN CLERK

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TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-24451
Telephone (508) 398-2231, Ext. 1276, Fax (508) 398-2365

Planning
Division

MEMORANDUM

To: Board of Selectmen
From: Dick Martin, Chair - Design Review Committee (DRC)
Date: September 17, 2021
Subject: 2021 Annual Report for the Board of Selectmen

On behalf of the Design Review Committee (DRC), I am pleased to submit the 2021 Annual Report to the Board of Selectmen. We welcome this opportunity to review the Design Review Committee's responsibilities and activities.

CHARGE: The five member DRC is responsible for reviewing all projects developing under Bylaw Section 404 – Motels (HMOD1 and HMOD2), Section 411 - Revitalization Overlay Architectural District (R.O.A.D.), and Section 414 – Village Centers Overlay District (VCOD) for mandatory compliance with the [Yarmouth Architectural & Site Design Standards](#). The DRC also provides advisory review for all other commercial projects south of Route 6 for conformance with the Design Standards.

The DRC serves as the formal Design Review Authority for general commercial projects, and projects developing in the HMOD1 hotel/motel district along Route 28. The DRC advises the Planning Board, who acts as the Design Review Authority, on projects developing in the HMOD2 motel/hotel district along South Shore Drive, and on projects submitted under the R.O.A.D. and the VCOD Bylaws. The DRC is also a member of the Site Plan Review Team.

The DRC reviews projects based on their adherence to the Design Standards to advance aesthetic improvements to commercial site designs and buildings. These standards include Siting Strategies to enhance the streetscape by bringing buildings closer to the road, promoting landscape buffers and pedestrian amenities, and reducing the visual impacts of parking lots and loading areas. The Standards also include Building Strategies to help reduce the impact of larger buildings and promote architectural interest by varying the façade line, building height and roof line, and incorporating pedestrian scaled features. The Standards also promote the use of traditional building materials (or low maintenance materials that simulate natural building materials).

MEMBERSHIP: The DRC is currently made up of the following members with staff support provided by Kathy Williams, Town Planner.

- Dick Martin, Chair
- Sara Porter
- Charlie Adams
- Chris Vincent, Planning Board Representative
- CEDC Representative - currently vacant with the retirement of Jack McCormack

PAST YEAR: The Design Review meets as needed depending upon the number of applications submitted. The DRC reviewed five (5) projects in 2020, with one in person meeting and the remainder being through remote participation due to the pandemic. These commercial developments included expansion of an automotive repair facility, commercial parking lot, redevelopment of a long vacant and deteriorated commercial property (Great Island Plaza), and review of a senior living retirement community. For the latter project, the DRC provided input to the Planning Board as part of the VCOD Site Plan Review process. The DRC has not been very active in 2021, but have had two reviews for solar canopies over parking lots.

UPCOMING YEAR: In addition to regular duties as noted above, the DRC Charge should be updated to formalize the inclusion of a Planning Board Representative to the DRC (traditionally included but not in the formal Charge), along with referencing the DRC's role in the Village Centers Overlay District review process, as outlined in the Zoning Bylaw. Future goals may include assisting in updating the design review standards based on the Town's Vision Plan and update to the Local Comprehensive Plan.