



City of Somerville

## URBAN DESIGN COMMISSION

City Hall 3<sup>rd</sup> Floor, 93 Highland Avenue, Somerville MA 02143

### JUNE 7, 2022 MEETING MINUTES

This meeting was conducted via remote participation on GoToWebinar.

NAME	TITLE	STATUS
Sarah Lewis	Co-Chair	<i>Absent</i>
Cortney Kirk	Acting Co-Chair	<i>Present</i>
Frank Valdes	Member	<i>Absent</i>
Deborah Fennick	Member	<i>Present</i>
Andrew Arbaugh	Member	<i>Present</i>
Tim Talun	Member	<i>Present – Arrived late</i>
Tim Houde	Member	<i>Present</i>
Cheri Ruane	Member	<i>Present</i>

City staff present: Andrew Graminski (Planning, Preservation, & Zoning), Sarah White (Planning, Preservation, & Zoning)

The meeting was called to order at 6:05pm and adjourned at 6:51pm.

### OTHER BUSINESS: UDC's Rules of Policies & Procedures

Staff informed the Commission that they are working on updating the current rules and procedures for all the Boards and Commissions. They expect a draft for the Commission to review in the next few weeks and that even though the content differs depending on the Board/Commission, Staff tried to stay consistent with the formatting and design.

Staff also gave the Commission an update on the legislation regarding remote meetings and the possibility of hybrid/in-person meetings starting in July. Staff stated that they will keep the Commission updated on this as soon as a vote occurs.

Member Talun joined the meeting at 6:13pm.

The Commission discussed the UDC's current rules of polices & procedures, what should be revised, and what new topics could be added to the updated document. Items that were discussed include the timeframe for applicant presentations and discussion with the Commission, projects in the High Rise zoning district having different standards for discussion and meeting format compared to smaller-scale projects, and specific information regarding how to form a subcommittee.

The Commission also discussed having Staff prepare one-page informational documents for each project they will be reviewing to be submitted as part of their package of meeting materials prior to scheduled meetings. Staff confirmed that they do not foresee a problem with this request and will start this process for the next meeting. The Commission also discussed having Staff prepare presentations on design guidelines for neighborhood plans outside of the zoning ordinance.

The Commission continued the discussion with their relationship with the Planning Board and the possibility of inviting them to the next UDC meeting. Staff noted that they may not be able to attend, but they can work with the administration to invite them.

Following a motion by Member Arbaugh, seconded by Member Talun, the Commission voted unanimously (5-0) to invite the Planning Board to the next scheduled UDC meeting on 21 June 2022.

The Commission requested that they review all the UDC Recommendation documents prior to the Planning Board receiving them. They would also like to review all the neighborhood plans, master plans, and the possibility of updating the design guidelines that they reference during design reviews. Staff stated that changing the design guidelines would require a zoning amendment. The Commission felt that reviewing the design guidelines could be another item that the proposed UDC subcommittee could review.

Following a motion by Member Arbaugh, seconded by Member Talun, the Commission voted unanimously (5-0) to establish a UDC Rules & Regulations subcommittee.

The Commission and Staff discussed who would like to be part of the Rules & Regulations subcommittee, the guidelines regarding Open Meeting Law, and how the subcommittee plans to inform the rest of the UDC on their discussions.

**PUBLIC MEETING: 483 Broadway (P&Z 22-006)**

Due to a miscommunication about the date of the meeting, the applicant team was not present.

Following a motion by Member Ruane, seconded by Member Arbaugh, the Commission voted unanimously (5-0) to continue the design review to a future meeting.

**RESULT:**

**CONTINUED**

*NOTICE: These minutes constitute a summary of the votes and key discussions at this meeting. To review a full recording, please contact the Planning & Zoning Division at [planning@somervillema.gov](mailto:planning@somervillema.gov).*