



Design Review Working Group

Date: Thursday, June 11, 2020
Time: 8:30am
Location: Conducted via remote participation

To register for the zoom meeting, visit:
<https://zoom.us/meeting/register/tJ0qd-GrqzosG9FclbRH9IFSzS8NTixnYIt1>
Meeting ID: 997 0835 1615

After registering, you will receive a confirmation email containing information about joining the meeting.

Members of the public are asked to send written comment to:
klynema@town.arlington.ma.us.

Additional documents regarding the below agenda items will be posted to the calendar notice on the Town's website at:
<https://www.arlingtonma.gov/Home/Components/Calendar/Event/23958/18?backlist=%2f>

Notice to the Public on meeting privacy

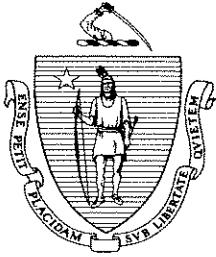
In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone at (312) 626-6799 using the meeting ID provided above.

Agenda

1. Preamble to remote meetings and ground rules for online meetings.
2. Review minutes from 4/21/2020
3. Discussion on results of Visual Preference Survey.
4. Discussion on agenda for 6/30 Virtual Community Workshop.
5. Next steps.
6. New business.

Attachment

1. Governor Charles Baker's 3/12/2020 Executive Order Suspending Certain Provisions of the Open Meeting Law
2. Draft minutes from 4/21/2020



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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

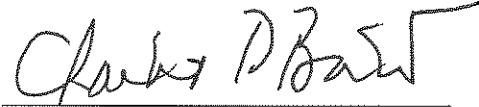
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script, reading "Charles D. Baker". The signature is written in dark ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts



Design Review Working Group

Date: Tuesday, April 21, 2020
Time: 8:30am
Location: Conducted via remote participation

Minutes

1. Preamble to remote meetings and ground rules for online meetings.
2. Review minutes from 2/27/2020
Minutes were approved with changes submitted by Wendy in advance of the call and Erin's request to remove the reference to the field visit, as the February meeting did not include a field visit.
3. Discussion on draft of Existing Conditions Memo.
Harriman provided an overview of the Existing Conditions Memo. The memo will serve as the introduction to the final design guidelines after the planning process with the community has been completed. The memo patterns and concerns based on discussions with the working group and field visits.

Using "fuzzy" neighborhood boundaries based on discussions with the working group, Harriman created a number of maps to visualize data from the Assessor's database. The memo provides a review of these factors for the full town, as well as detailed information by neighborhood, identifying differences in median age built, density (by residential lot size and residential FAR), styles and typology using categorizations in the Assessor's databased), and historic districts. A separate section on zoning and permits outlines the primary dimensional requirements that need to be considered alongside the design guidelines. The team clarified that the guidelines will not result in a zoning amendment, and will instead serve to help developers

and architects think about what they can do to improve the compatibility of new construction with the surrounding neighborhood.

The working group provided feedback on a number of areas:

- Language of the project goals: Harriman will revise the first project goal to remove “ARB” and instead state that the guidelines will be in the “public interest” or “public benefit”.

DRAFT

- Neighborhood maps and boundaries: Harriman will revise the boundaries between Arlington Center and East Arlington and Arlington Heights by the water tower. Additional revisions will be made after future public workshops based on participant feedback. Working group members were requested to send photos or scans of marked up maps to Kelly so she can collect feedback and share with Harriman.
 - Median home values: Harriman will review the median home value quoted on page 9 of the memo.
 - Size of new construction vs. nationwide averages: the group discussed whether the size of new construction should be addressed, although it was decided that this is a complicated issue linked with land values and market demand, and that the scope of the project is focused on finding ways of encouraging the compatibility of new construction regardless of size.
 - Home styles: Harriman will add a photo of a Dutch Colonial to the spread on page 20, with a note that the style falls under the category of “colonial” in the Assessor’s database.
 - Using photos of Arlington homes in the guidelines: Harriman will discuss with Erin and Kelly how to address using photos of Arlington homes in the Existing Conditions memo to make sure it doesn’t appear that we are placing a value judgement on a home’s appearance. No Arlington homes are used in the Visual Preference Survey.
 - History of architecture of housing styles: Harriman will look at the scope to see if a brief chronological history can be added to the memo.
4. Discussion on draft of Visual Preference Survey (VPS)
- Kelly prefaced the discussion noting that the state is currently heading toward a surge of COVID-19 cases, so DPCD and Harriman are working to identify ways for the community to engage virtually in this project. The VPS will likely serve in lieu of the first workshop. DPCD will need assistance from the working group to promote the survey and achieve broad participation, and if this is not achieved, will look at slowing down the process to ensure we get the input we need to move forward.

Harriman provided an overview of the draft VPS. The goals of the VPS are to provide insight into respondents’ sensitivities and understanding residential design, as well as to educate respondents on a range of design possibilities. The first portion of the survey evaluates preference on single-family and two-family structures, using photos of primarily new construction and recently renovated homes. The second part of the survey dives into smaller design elements on homes, such as dormers, additions, and parking. A final section asks a series of open-ended questions about what

people want to get out of design guidelines and what questions and concerns people have.

None of the photos used in the examples are from Arlington, although most are from the metro Boston area.

Harriman may also do a VPS at a future public workshop to understand how the perspective of those in the room varies compared to those who took the survey online.

The group discussed whether to add questions about landscaping, and decided to add an open-ended question to the last page to learn what people think basic requirements should be.

5. Next steps.

DPCD will issue a press release announcing when the survey is live. At the present, there is a public workshop tentatively scheduled for the end of May, but the project schedule will depend on the course of the pandemic. In the meantime, Harriman is looking at creative ways to continue to engage residents in the project, including a do-it-yourself workshop.

The group discussed whether to add a cost comparison on materials and the environmental impact of materials as part of the Design Guidelines to demonstrate the difference between basic construction and the cost of following the guidelines. As this is beyond the scope of the project, and construction costs and materials are constantly changing, the recommendation was to focus on the design considerations and how to incorporate the design review process into an existing workflow.

Kelly will alert the Design Review Working Group when the VPS goes live and ask for their assistance in promoting the survey to other residents. Working Group members will share maps with their feedback on neighborhood boundaries and any additional photos they'd like considered for the VPS or Existing Conditions Memo to Kelly.

Meeting ended at 9:40am.