



TOWN OF
AMHERST
MASSACHUSETTS

Office of the Town Manager
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To: Town Council
Town Clerk

Fr: Paul Bockelman
Town Manager

Dt: August 12, 2019

Re: Design Review Board Appointments

Appointments

With this memo, I refer to the Town Council and simultaneously file with the Town Clerk, the following names of people I desire to appoint as members of the Design Review Board in accordance with Section 2.11(b) of the Amherst Home Rule Charter. Terms are effective immediately unless otherwise noted.

Three-year term (1):
(expires June 30, 2022) Lindsay Schnarr, 508 Pratt Corner Road (reappointment)

Two-year term (1):
(expires June 30, 2021) Catharine Porter, 220 Rolling Ridge Road (reappointment)

One-year term (1):
(expires June 30, 2020) Erika Zekos, 40 Hulst Road

The Design Review Board provides that two members shall represent the Planning Board and Historical Commission, voted by their members and forwarded for appointment. These two representative members need not be members of the Planning Board or Historical Commission. Currently, Michael Birtwistle represents the Planning Board and Janet Marquardt represents the Historical Commission. I have a request to both boards to submit names for their representatives.

The Design Review Board also provides that, where possible, two registered architects, landscape architects, or those with equivalent training and one business or commercial property owner in the downtown area be appointed.

Profiles

- Catharine Porter: Ms. Porter has served on the Design Review Board since 2015. She has also served on the Downtown Parking Working Group and the Personnel Board. Her

professional career included serving as the Ombudsperson for the University of Massachusetts. Catharine brings a high awareness of the challenges facing businesses in the downtown area and adds a keen sense of design and sense of place to the discussion. She is also well versed in the parking challenges facing the residents and downtown businesses as a member of the Downtown Parking Working Group.

- Lindsay Schnarr: Ms. Schnarr has served on the Design Review Board since 2016. She is an architect with the firm Kliment-Halsband Architects in Northampton. She previously worked at Steffian Bradley Architects.
- Erika Zekos: Ms. Zekos has worked as a designer for 25 years and serves as a lecturer and undergraduate program director in the architecture department at the University of Massachusetts. She has experience in private practice, non-profit leadership, and design education in K-12 environments and at a number of regional colleges. Her multi-disciplinary practice addresses questions of space and identity through graphic design and architecture.

Summary of Process

I reviewed those who had expressed interest in serving on the Design Review Board and reached out to all applicants. One responded.

I assembled a team to conduct interviews. The interview team was comprised of Planner Maureen Pollock, DRB member Catharine Porter, Residents' Advisory Committee member Connie Kruger, and Paul Bockelman, Town Manager.

The interview team interviewed Ms. Zekos. All team members asked questions and contributed to the discussion during the interview. At the conclusion of the interview, we agreed that Ms. Zekos would meet the requirements of the appointment as an architect and would best serve the needs of the Town.

Background Information

Below is the relevant section of the Charter for your review.

Section 2.11(b) of the Charter states:

Members of Multiple-Member Bodies: The Town Manager shall refer to the Town Council and simultaneously file with the Town Clerk, the name of each person the Town Manager desires to appoint as a member of a multiple-member body. Appointment of a member of a multiple-member body made by the Town Manager shall become effective on the 30th day after the date on which notice of the proposed appointment was filed with the Town Clerk unless approved or rejected by a majority of the full Town Council within the 30 days.



TOWN OF AMHERST

COMMITTEE CHARGE

Name: DESIGN REVIEW BOARD

Appointing authority: SB

Town code: 10

Type: Committee

Town bylaw: yes

Number of voting members: 5

Member appointment: 3 yrs.

Voting members to include (where possible): Two registered architects; landscape architects, or those with equivalent training; and one business or commercial property owner in downtown area. The remaining two members shall represent the Planning Board the Historical Commission, voted by their members and forwarded to the Select Board for formal appointment. These two representative members need not be members of the Planning Board or Historical Commission.

Non-voting liaisons:

Committee charge summary:

See section 3.2 of the Amherst Zoning By-Law, section 3.201 which defines the DRB, section 3.202 it's reviewable actions, section 3.203 procedures for review of actions subject to design review, and section 3.204 design review principles and standards.

