

**UNAPPROVED RICHMOND DEVELOPMENT  
REVIEW BOARD MEETING  
June 8, 2016 MINUTES**

Members Present: David Sunshine (Chair), Alison Anand; Ian Bender; Matthew Dyer

Others Present: Leland Baughman; Mark Bromley; Ben Bush; John Linn; Mark and Kathleen Sikora; Brian Washburn; Niels Rinehart, Staff Member; Ruth Miller was present from MMCTV to tape the meeting.

David Sunshine called the meeting to order at 7:00 PM.

**Hillview Design Collaborative LLP** – Application #16-038 for Site Plan Review by the DRB to add Office use (Business and Professional), as well as Personal Services Business use, to the existing uses for the building located at 65 Huntington Road (HU065). The property is currently owned by Mark and Kathleen Sikora. HU065 lies within a Commercial Zoning District.

Mathew Dyer recused himself from the hearing.

Sunshine swore in Ben Bush of Hillview Design Collaborative LLP.

Bush introduced the proposed project, explaining that Hillview Design Collaborative has signed a purchase and sales agreement with Cathy and Mark Sikora, the present owners of 65 Huntington Road. Bush said that they are looking to purchase a property within Richmond and to expand their business. They intend to renovate the building, occupy with their own offices and then probably set up about 600 square feet as a separate office space to rent out. The application for a Professional Office Use would cover Hillview Design Collaborative as an architectural firm as well as allow them the flexibility to rent out a portion of the building for other uses. They are coming before the DRB to ask for an approval of the additional use.

Bush referred to the provided site plan, illustrating where parking has historically been located for the building in question and to show that Hillview Design Collaborative would be able to meet the 11 spaces required for the proposed uses of a professional office space covering 3,000 square feet. The requirement according to the Richmond Zoning Regulations is 3.5 spaces per 1,000 square feet and the spaces marked-out on the site plan are the spaces that historically have been allocated for 65 Huntington Road.

Sunshine asked if there had been a parking agreement between the different owners residing at this location. Kathleen Sikora said that each individual owner owns their building and that the allocation of parking was understood between the different owners, although they've been fairly flexible over the years. Sikora also noted that the different business are active at different parts of the day and are therefore less likely to be competing for parking spaces. Niels Rinehart asked if the agreement concerning parking between the owners was ever written out. Sikora said no, that it was a verbal agreement.

Bush said that they do not have any agreements with any potential tenants and that they would prefer to keep their options open. Right now the property is zoned for retail, wholesale and light industrial and Bush said that they do not want to give up those zoning options.

Sunshine noted the letter from the Town Manager, Geoffrey Urbanik concerning the use of water and sewer. Bush explained that Urbanik's letter was the letter they needed to go to the State to amend the wastewater permit.

1 Sunshine asked Bush about the request for a waiver for a site plan produced by a certified surveyor.  
2 Bush said that yes, they would prefer that the DRB refer to the site plan that was provided and that  
3 they are therefore asking for a waiver. Rinehart said that the regulations ask for a map with contours  
4 but since no work is proposed to the lot, and since the lot is basically level, he did not think contours  
5 would be necessary.

6  
7 Sunshine asked the Board for any questions. Alison Anand said that she would like to see the  
8 building dimensions provided on the site plan. Bush produced a floor plan of the building, illustrating  
9 the size of the existing building as 29' 11" by 63' 9". Bush emphasized that no changes are planned to  
10 the floor plan. Anand asked Rinehart if office space was not considered less impactful in the listing of  
11 possible uses, since it's more in the commercial than industrial. Rinehart explained that uses are not  
12 ranked in a scale of impact but rather listed as allowed or not allowed.

13  
14 Sunshine asked if the public had any comments. Heidi Borrmann expressed her pleasure with the  
15 proposed move by Hillview Design Collaborative and she said she looked forward to having them as  
16 neighbors.

17  
18 Ian Bender made the motion to waive the need for a professionally prepared plan as requested by  
19 Bush, and to approve the application. Anand seconded the motion and the motion passed 3-0.

#### 20 21 **Nomination of DRB Secretary and DRB Vice-Chair**

22 Sunshine made the motion to nominate Niels Rinehart as Secretary to the DRB. Anand seconded the  
23 motion and the motion passed 4-0.

24  
25 Dyer made the motion to nominate Bender as Vice-Chair. Sunshine seconded the motion and the  
26 motion passed 4-0.

#### 27 28 **Minutes May 11, 2016**

29 Dyer made the motion to approve the minutes from May 11, 2016 (with edits discussed). Bender  
30 seconded the motion and the motion passed 4-0.

#### 31 32 **Discussion of Proposed New Public Works Specifications**

33 The Board said that they were not ready to make any comments to proposed changes to the Public  
34 Improvement Standards & Specifications. Rinehart suggested that any Board members go straight to  
35 Clare Rock with any suggested edits.

#### 36 37 **Adjourn**

38 Bender made the motion to adjourn, Sunshine seconded the motion, and the motion passed 4-0.

39  
40 Respectfully submitted by Niels Rinehart.