

**Town of Marlborough  
Community Development Advisory Commission  
Marlborough Town Hall  
September 27, 2004  
7:00 p.m.**

**1. CALL TO ORDER**

Nancy Bader called the meeting to order at 7:13 p.m. in the meeting room of Marlborough Town Hall. Commission members in attendance included Gordon Isleib, Carolyne Gatesy, Nancy Bader, Bill Mogensen, Ned Hickey and Joanne Goode. Also present were Peter Hughes, Planning and Development Director and Tom Giola, Director of Physical Services.

**2. RECOGNITION OF GUESTS**

Dick Farley

**3. PUBLIC COMMENTS**

Dick Farley introduced himself to the commission members.

**4. APPROVAL OF MINUTES**

**Motion by Gordon Isleib to approve the minutes of the July 26, 2004 meeting. The motion was seconded by Carolyne Gatesy and it was carried by a unanimous vote.**

**Motion by Joanne Goode to approve the minutes of the August 16, 2004 meeting. The motion was seconded by Gordon Isleib. Nancy Bader and Carolyne Gatesy voted in favor of the motion. Bill Mogensen and Ned Hickey abstained. Motion passed.**

**Motion by Gordon Isleib to move item 6 – Ad Hoc Committee of Business/Property Owners after item 4 – Minutes. The motion was seconded by Carolyne Gatesy and it was carried by a unanimous vote.**

**5. AD HOC COMMITTEE OF BUSINESS/PROPERTY OWNERS**

Mr. Dick Farley addressed the commission members and spoke about his plans to develop land he owns in town. Mr. Farley owns approx. 58 acres in town over three different properties. The largest property is near the center of town. He expressed an interest in building an age-restricted housing development. He explained some of the advantages of this type of housing and its minimal impact on the town. Mr. Farley also stated that he would like to build commercial buildings further back on the site. He talked about architectural standards for new buildings and stated that the town could use the look of the Marlborough Barn complex when building new commercial construction. Mr. Farley cautioned the commission members about restrictions (building size, etc.) when planning for the town's development. Mr. Farley stated that his philosophy on development is to focus on people under 20 and over 60. In Marlborough, he sees a need for assisted living housing and a boys/girls club.

**6. REVIEW OF STEAP GRANT**

Nancy Bader told the members that the town received a \$275K grant for streetscape improvements. This includes sidewalks and a town green. Nancy Bader explained that the portion for town center planning was not awarded. Peter Hughes said that there is some Planning & Development money that can be used towards the town center plan. The CDAC group would

very much like the assistance of individuals like Dick Farley in this process and a consultant will be hired as well. The CDAC will review other town's guidelines for community design and provide input to the consultant. Peter Hughes provided the town of Simsbury's Guidelines for Community Design prepared by its Design Review Board as an example. The planning work will be done prior to any streetscape improvements.

**Motion by Ned Hickey to move item 8 – Architectural Standards after item 6 – Review of STEAP Grant. The motion was seconded by Carolyn Gatesy and it was carried by a unanimous vote.**

## **7. ARCHITECTURAL STANDARDS**

The group discussed the need to establish architectural standards for all commercial and industrial buildings in town, as well as all buildings within the town center. Design review includes landscape and signage as well. The group looked at a map of town and mapped out the area that will be considered a Design Review District.

**Motion by Ned Hickey that the CDAC recommend to the Board of Selectmen that Marlborough form a Design Review District as mapped out by the CDAC (see attachment). The district will also include buildings along Rt. 66 and all commercial/industrial buildings in town. Changes to existing commercial/industrial buildings are included as well. The motion was seconded by Joanne Goode and it was carried by a unanimous vote.**

**Motion by Bill Mogensen to have the CDAC act as Marlborough's Design Review Committee until July, 2006. The motion was seconded by Carolyn Gatesy and it was carried by a unanimous vote.**

Peter Hughes said that the town is looking at the Village District Act and what would be involved for Marlborough. There are several steps involved in this. Formation of the Design Review Committee is the first step. Mr. Hughes explained that the CDAC will set the standards and the Zoning Commission will set the regulations. Bill Mogensen suggested that a professional architect or landscape architect be included in the Design Review Committee. Peter Hughes asked the CDAC members to review Simsbury's packet and mark it up for discussion at the next meeting. The Design Review Committee will then put together a broad outline of architectural standards.

## **8. LIBRARY/TOWN HALL EXPANSION**

Nancy Bader reminded the CDAC members that the commission will act as a capital improvement committee for the town. A major item that the commission will look at is the library/town hall project.

Tom Giola explained the work that Best Joslin has done to date with respect to the library/town hall project. He said that the company was asked to look at all the alternatives, i.e. expansion of both buildings and the construction of a new combined library/town hall building. The group talked about some potential sites for a new building. Peter Hughes showed the members where a town-owned parcel of land is located. It is a 21-acre site next to the school. This would be an attractive site but the topography is difficult (steep slopes, rocky ridges and watercourses). Other potential locations in town include properties on School Street, Dick Farley's property, the Blakesley property on North Main Street and the Zirkenbach property. The group agreed to

investigate the property behind the school first, the Blakesley property as a second choice and the Zirkenbach property as a third choice.

Bill Mogensen suggested that the town proceed with obtaining appraisals for the Town Hall and the library buildings.

## **9. COMMUNITY SURVEY**

Nancy Bader and Peter Hughes put together a rough draft community survey for discussion. The group discussed different sections of the survey. Gordon Isleib said that he wants something added to the survey that deals with participation in town government and volunteerism. There was a discussion about how to achieve maximum participation in the survey. Nancy Bader said that the survey is a first step and will highlight residents' concerns, hopes and perceptions. The purpose of the survey is to determine what is most important to the town's residents. It is a decision-making aid. Nancy Bader and Peter Hughes asked that the CDAC members review the survey and provide feedback by October 15<sup>th</sup> in preparation for the October 25<sup>th</sup> meeting. Mr. Hughes will e-mail the survey to the members. Peter Hughes also distributed Marlborough census information from 2000.

## **10. OTHER**

Gordon Isleib asked Nancy Bader whether the town will be revising its charter. There was a brief discussion about Marlborough's form of government and how the town has evolved over the years. Nancy Bader said that a charter revision will be necessary at some point to improve the manner in which the town is managed.

Nancy Bader thanked all the members of the CDAC. She said that the group has a lot of work to do but it is very important work for the town.

## **11. PUBLIC COMMENTS**

There were no public comments.

## **12. ADJOURNMENT**

**Motion by Joanne Goode to adjourn the meeting at 9:50 p.m. The motion was seconded by Gordon Isleib and it was carried by a unanimous vote.**

Respectfully submitted,

Mary Sciano