

**City of Somerville, Massachusetts  
Board, Commissions and Authorities Member Description**

<b>Member Title:</b>	Member
<b>Board/Commission/Authority:</b>	Design Review Committee (DRC)
<b>Appointment/Approval:</b>	Mayor/Board of Aldermen
<b>Jurisdiction/Advises/Reports to:</b>	Planning Board/Zoning Board of Appeals
<b>City Staff Liaison:</b>	Alex Mello
<b>Date:</b>	November 20, 2018

**Statement of Duties**

Responsibilities include:

- 1) Providing design guidance to applicants requesting Special Permits before the Planning Board and Zoning Board of Appeals.
- 2) Review projects to maintain and enhance the character of the City; enhance the natural and aesthetic qualities of the City, preserve the value of land and buildings; and protect and preserve the cultural aspects and heritage of the City.
- 3) Being familiar with Somerville’s comprehensive plan, SomerVision, and specific station area and/or neighborhood planning efforts.
- 4) Actively participating in regular public meetings and engaging in informed professional discussion requiring objective independent opinion.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed by the Member. The omission of specific statements of duties does not exclude them from the appointment if the work is similar, related, or a logical assignment to the appointment.*

- Understand the intent of the Somerville Zoning Ordinance
- Be familiar with Somerville’s comprehensive plan, SomerVision, and specific station area and/or neighborhood planning efforts
- Attend meetings regularly
- Read any background materials shared in advance of meetings and make efforts to visit project sites
- Adhere to Open Meeting Law requirements
- Foster good relations with City departments, boards, and commissions
- Listen to and be responsive to community feedback

**Schedule**

The Design Review Committee typically meets for two to three hours at 6:30pm on third Thursday of every month.

**Recommended Minimum Qualifications**

Members of the Design Review Committee should be supportive of the growth planning policies, urban design intent, architectural character of the City’s neighborhoods, and real estate

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development. Members should also have demonstrated commitment and experience in at least one of these areas. This could be through education or professional and/or volunteer experience.

**Special Requirements**

At this time, the Design Review Committee has a preference for candidates with professional experience in urban design, landscape architecture, and/or real estate development.

**Knowledge, Abilities and Skill**

The goal is to create a balanced DRC that includes members who have the following:

**Knowledge:** Substantive knowledge of at least one of the following areas: growth planning policies, urban design intent, architecture, and real estate development.

**Abilities:** Ability to use fairness and objectivity when making decisions. Ability to collaborate with other Board members in decision making. Ability to engage and productively interact with members of the public.

**Skill:** Have an understanding of the realities in the development process and be able to balance those expectations with community desires.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by the board member to successfully perform the essential functions of this appointment. Reasonable accommodations may be made to enable individuals with disabilities to perform the appointment's essential functions.*

**Physical Skills:** Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, and operating a telephone and personal computer.

**Visual Skills:** Visual demands require constantly reading documents for general understanding and analytical purposes.