



BOXBOROUGH PLANNING BOARD
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Owen Neville, Chair Eduardo Pontoriero, Clerk Nancy Fillmore John Markiewicz Hongbing Tang

Meeting Minutes
December 1, 2014
7:30 PM
Morse-Hilberg Room, Town Hall, 29 Middle Road

Members present:

Owen Neville, Chair
Nancy Fillmore, Member
John Markiewicz, Member (arrived at 7:37 PM)
Hongbing Tang, Member
Adam Duchesneau, Town Planner

Members absent:

Eduardo Pontoriero, Clerk

The Chair called the meeting to order at 7:35 PM.

Meeting Minutes of October 20, 2014

Ms. Fillmore MADE a MOTION to approve the minutes of October 20, 2014 as amended. Ms. Tang SECONDED the MOTION. All members voted in favor and Mr. Markiewicz was absent from the vote.

At this time Mr. Markiewicz arrived at the meeting.

Correspondence

Mr. Duchesneau informed the Planning Board that Police Chief Warren Ryder had reached out to him in a letter regarding the formation of the Space Needs Advisory Group (SNAG). The May 2014 Annual Town Meeting approved funding to conduct a Spatial Needs Assessment on both the Police and Fire Departments and the SNAG would help to assist with this task. As part of this the Board of Selectmen required that one member of the Planning Board be a part of the SNAG. Ms. Fillmore indicated she would volunteer to be the Planning Board's SNAG representative.

Mr. Markiewicz then MADE a MOTION to designate Nancy Fillmore as the Planning Board's representative on the Space Needs Advisory Group. Ms. Tang SECONDED the MOTION. All members voted in favor.

There was also correspondence from Mark Donohoe of Acton Survey & Engineering to the Conservation Commission, which the Planning Board had been copied on, regarding the property at 593 Massachusetts Avenue. The letter from Mr. Donohoe was on behalf of Boxborough Properties, LLC who is applying to amend an Order of Conditions for the property to construct an approximately 5,000 square foot building with associated parking. Mr. Duchesneau informed the Planning Board that this project would eventually need Site Plan Approval from the Planning

Board after the project had gone through the Conservation Commission process. The letter was simply informational at this point about the potential project for the property.

1088-1098 & 1136-1148 Hill Road (Hill Road Senior Housing Development) – Minor Amendment

Ms. Tang informed the Planning Board that she would need to recuse herself from this matter as she is an abutter within 300 feet of the project.

No one was in attendance on behalf of the Applicant to discuss this request with the Planning Board. Mr. Duchesneau explained to the Board he had heard back from the Conservation Commission regarding this matter and the Commission had no objection to the proposed change since the practical aspect of protecting the land from future development would still be accomplished with the proposed amendment. Mr. Duchesneau also informed the Planning Board that the Exclusive Use Area (EUA) for Building 3 had never been recorded at the Registry of Deeds for this project and the Planning Board may want to consider making this a requirement of the proposed amendment should they decide to approve it.

Mr. Neville indicated he felt this request was a minor amendment to the project. Simon Bunyard of 1092 Hill Road and President of the Hilberg Lane Condominium Trust indicated that the Trust, as the property owner of the project, would only sign off on this proposed amendment if it was contingent upon the EUA document for Building 3 being recorded at the Registry of Deeds. Mr. Markiewicz stated he would like to allow this proposed amendment and also felt the Planning Board should require the EUA document for Building 3 be recorded as part of the approval.

Mr. Markiewicz then MADE a MOTION to approve the requested Minor Amendment of the Special Permit, Site Plan Approval, and Scenic Road Permit for the Hill Road Senior Housing Development using the wording as submitted by the Hilberg Lane Condominium Trust, contingent upon the Decision and the Exclusive Use Area for Building 3 being recorded at the Registry of Deeds, as it was not significant to the public interest and the modification was not inconsistent with the purpose and intent of the Zoning Bylaw and the approved Special Permit, Site Plan Approval, and Scenic Road Permit. Ms. Fillmore SECONDED the MOTION. All members voted in favor with Ms. Tang recused from the vote.

530 & 540 Massachusetts Avenue – Site Plan Approval Application – Veterinary Dental Services, LLC seeks approval for a veterinary dental office space building with approximately 5,000 square feet with associated parking, sewage disposal, drainage, and grading

The Public Hearing for this application was opened at 7:48 PM and the legal notice was read into the record by Ms. Fillmore. William Hall from Stamski and McNary, Inc. and Bonnie Shope of Veterinary Dental Services, LLC were present to discuss the application with the Planning Board. Mr. Hall provided a brief overview of the project noting that the building would be approximately 5,000 square feet and explaining the proposed drainage system for the property. He also noted the project has received Conservation Commission and Zoning Board of Appeals approvals.

Ms. Shope then passed out an addendum to the application to the Planning Board member which discussed a few items in the Staff Report which she wanted to alter or clarify. She noted the

design of the fencing around the dumpster has not been finalized at this time and would like some flexibility to determine the materials that she would be allowed to use for the fence (vinyl, wood, or a composite). Mr. Neville agreed that wood may not work well and suggested perhaps using posts from a chain link style fence to support wooden or composite fencing panels.

In terms of lighting at the site, Ms. Shope indicated she would like to use two, shorter, post style lights on the east side of the parking lot in lieu of the originally proposed taller light fixtures. She felt these lower 7 foot high posts would create less light pollution. Ms. Shope also indicated she would like to use two wall sconces on either side of the main entrance. These light fixtures would be in addition to the proposed overhead recessed lights. Ms. Tang stated she felt there should be adequate lighting for the property, especially due to the proposed heavy landscaping at the site. The Planning Board members did not object to her proposed lighting modifications but it was noted that they must comply with the requirements of the Zoning Bylaw.

The next item Ms. Shope's addendum addressed was the location, materials, and lighting of the proposed free standing signage for the property. Mr. Hall indicated the proposed sign would be located near the east side of the driveway which should not interfere with the visibility of traffic at the property because the sign would be 20-25 feet setback from Massachusetts Avenue. Ms. Shope stated the business logo would be mounted to a black signage background and the sign would be made of a composite material to look like wood. The sign would span between two granite posts and have gold leaf lettering. The sign would also be illuminated with white lighting. Ms. Fillmore asked if the sign would be illuminated 24 hours a day and Ms. Shope stated the lighting would be on a timer.

Mr. Neville asked if the utilities for the project would be located underground and Mr. Hall stated that was correct. Ms. Fillmore asked if the large tree in the front yard grows considerably would it block the freestanding sign. Ms. Shope indicated this would hopefully not be the case but she was not opposed to slightly adjusting her landscaping plan to ensure the sign was visible.

Ms. Shope then began to discuss the architecture of the building itself. She noted the Staff Report indicates that HardiePlank siding will be used, but this has actually not been determined at this time. She stated she is hoping to use a material such as HardiePlank but she is also considering high quality vinyl siding material that is designed to look like wood. Ms. Shope also noted she had originally proposed two to four dormers for the roof of the structure, but upon further review she is going to remove them as the architect could not make the interior functionality of the space coincide with them. She stated the dormers were designed to bring more natural light into the building but the roof design became too complex. Ms. Shope also indicated the front portion of the roof would be a burgundy-colored metal and the rear portion would contain asphalt shingles.

Mr. Hall stated they are also asking for a waiver from the Site Plan Approval requirement that their driveway lineup with the driveway across Route 111. Mr. Markiewicz noted that this particular driveway across the street was a one-way entrance driveway to the school and he therefore did not have an issue with this waiver request. Mr. Neville asked Mr. Duchesneau to look into the specific seed mixture that the Conservation Commission was requiring to be planted on the rear slope of the project. Mr. Markiewicz asked that the Applicant give some thought to the proposed stop sign for the property to ensure it fits into the landscaping and other signage at the property.

Mr. Duchesneau then read through some of the proposed conditions for the Site Plan Approval that were unique to this particular property. These included conditions regarding the signage, the guard rail at the rear of the property, and the building mechanical equipment. He also proposed adjusting the wording of Condition # 14, which discusses the Approval Not Required application, to require that this plan be recorded at the Registry of Deeds. The Planning Board agreed that this amended wording of the condition was preferable. The Planning Board also indicated they were comfortable leaving the details of the freestanding signage to the Zoning Board of Appeals. Mr. Neville suggested that perhaps a pre-rusted guard rail might work well at the rear of the property.

The Planning Board requested that Condition # 20 of the Staff Report be removed in its entirety and replaced in the Decision with the following wording: Prior to the issuance of a final Certificate of Occupancy, the Applicant shall work with the Town Planner to appropriately locate any exterior heating/cooling/condensing equipment, generators, or other building mechanicals on the site, which may include additional screening or landscaping.

Ms. Tang asked if the Applicant had thought about using solar panels on the roof of the building and Ms. Shope indicated she was not opposed to them. Mr. Markiewicz encouraged Ms. Shope to begin a dialogue with Littleton Electric early in the process about this matter if she was interested in installing the panels to ensure it would be worth her while.

Mr. Markiewicz then MADE a MOTION to close the Public Hearing for the 530 and 540 Massachusetts Avenue Site Plan Approval application. Ms. Fillmore SECONDED the MOTION. All members voted in favor and the Public Hearing was closed at 8:40 PM.

Mr. Markiewicz then MADE a MOTION to approve the Site Plan Approval for the project at 530 and 540 Massachusetts Avenue, as amended, to include the adjusted wording for Condition # 14 and the new wording for Condition # 20, and to authorize the Planning Board Chair, the Planning Board Clerk, or the Town Planner to sign the Decision on behalf of the Planning Board. Ms. Fillmore SECONDED the MOTION. All members voted in favor.

Master Plan Update Status

Mr. Markiewicz provided a brief update on the Public Kickoff and Visioning Forum that was held on November 19, 2014. He indicated there was a very large turnout and the consultant adjusted their plan very well to the large number of people that were in attendance. Mr. Markiewicz stated he felt all categories of responses were captured from a wide variety of people. He also noted there were many of new faces at the forum with a lot of good ideas and interests, which was very encouraging to see. Ms. Fillmore added she was pleasantly surprised to see the wide array of people that came as she thought mostly seniors would be in attendance.

FY2016 Planning Board Budget

Mr. Duchesneau went over the proposed budget for FY2016 and noted some of the changes from FY2015. The total proposed Planning Board budget came to \$74,782.

Mr. Neville MADE a MOTION to approve the proposed budget for FY2016 as presented. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Designation of Member for the Community Preservation Committee

The Planning Board needed to take a re-vote to properly designate Mr. Neville as the Planning Board's representative on the Community Preservation Committee.

Mr. Markiewicz MADE a MOTION to designate Mr. Neville as the Planning Board's representative on the Community Preservation Committee. Ms. Fillmore SECONDED the MOTION. All members voted in favor and Mr. Neville abstained from the vote.

Discussion Regarding Potential Zoning Bylaw Amendments

Mr. Neville suggested that due to the late hour this topic be discussed at the Planning Board's next meeting on December 15, 2014. However, Mr. Duchesneau wanted to call out a few changes to the proposed amendments since the Planning Board's last meeting. He noted he had added a proposed amendment which would reduce the minimum parking space size from 10 feet wide by 20 feet long to 9 feet wide by 18 feet long. Mr. Markiewicz also asked Mr. Duchesneau to consider potentially reducing various minimum parking space requirements for certain uses in the future. In particular, Mr. Markiewicz felt the office space minimum parking requirement could be examined. He noted that reducing the minimum number of required parking spaces would reduce the amount of impervious surface at a property. Mr. Neville asked that this topic be placed on the Planning Board's next meeting agenda and that they try to wrap up the discussion on this topic in preparation for a Public Hearing by their January 12, 2015 meeting.

With no further business, the meeting was adjourned at 9:00 PM on a MOTION by Mr. Markiewicz, SECONDED by Ms. Tang, with all members voting in favor.

On Behalf of the Boxborough Planning Board


A handwritten signature in black ink, appearing to read 'E. Pontonero', is written over a horizontal line. The signature is stylized and somewhat cursive.

Eduardo Pontonero, Clerk