



TOWN OF BOXBOROUGH

Zoning Board of Appeals

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Mark White, *Chair* • Kristin Hilberg, *Clerk* • Mark Barbadoro • Stefano Caprara • Michael Toups •
Shawn McCormack, *Alternate* • Than Stuntz, *Alternate*

APPROVED ON: February 1, 2022

Meeting Minutes

January 04, 2022

7:20 PM

Remote Meeting

Members Present: Mark White (Chair), Mark Barbadoro, Kristin Hilberg, Michael Toups, Stefano Caprara, Shawn McCormack (alternate), Than Stuntz (alternate)

Also Present: Simon Corson (Town Planner)

Mr. White outlined the meeting process and opened the meeting at 7:30pm.

Public Comment

None at this time.

7:20 Hearing – 1414 Massachusetts Avenue **Special Permit to amend a Decision for updating signs**

Mr. White read the legal notice and opened the public hearing.

Mr. Barbadoro recused himself from this item and exited the meeting.

Mr. Stuntz sat in Mr. Barbadoro's place.

Heather Dudko, 27 Old Meetinghouse Road Auburn, MA, stated that she is working with the sign installer, Graphic Impact, for sign changes proposed at 1414 Massachusetts Avenue. She explained that the property received a special permit in 2001 to install one freestanding identifying sign, and 10 freestanding directional signs throughout the property. The new owner would like to amend this special permit to replace the existing signage. She noted that there was actually an amendment to the special permit in 2007 and signs on the property were replaced, but this was never recorded with the registry of deeds.

Ms. Dudko explained that the owner is proposing one freestanding, identifying sign that will be externally illuminated, aluminum, with vinyl graphics. This sign is proposed to have a 25 s.f. graphic and stand 10' tall. It will be single-sided and stand at the entrance way to the property. The owner is proposing to replace the 10 directional signs, with 7 aluminum, non-illuminated signs. Each will have a 5 s.f. graphic and stand 5' tall. These will be located in the same locations as the existing signs.

In response to a question from Mr. White, Ms. Dudko stated that the signs will be directly buried into the ground, so the existing bases will be removed.

Mr. White noted that the Town's regulations allow only for downlighting on signs.

Ms. Hilberg moved to close the public hearing on this item. Seconded by Mr. Stuntz.
Roll call: Stefano Caprara, Kristin Hilberg, Michael Toups, Than Stuntz, and Mark White – all aye. Motion carried unanimously.

The Board reviewed the draft decision.

Mr. Toups moved to approve the decision as written. Seconded by Mr. Caprara.
Roll call: Stefano Caprara, Kristin Hilberg, Michael Toups, Than Stuntz, and Mark White – all aye. Motion carried unanimously.

Minutes

Ms. Hilberg moved to approve the meeting minutes of September 7, 2021, as written. Seconded by Mr. Toups.

Roll call: Stefano Caprara - aye, Kristin Hilberg - aye, Michael Toups - aye, Than Stuntz - abstain, and Mark White –aye. 4-0-1, motion carried.

Review Correspondence

None at this time.

Zoning Board of Appeals Budget

The Board reviewed its proposed FY23 budget. It was noted that the Personnel Board increased the Recording Secretary's wage slightly. The Board agreed that 10 ZBA meetings is likely an appropriate number to estimate for the Recording Secretary's budget.

Mr. McCormack moved to approve the proposed FY23 ZBA budget as written. Seconded by Ms. Hilberg.

Roll call: Stefano Caprara, Kristin Hilberg, Michael Toups, Than Stuntz, and Mark White – all aye. Motion carried unanimously.

Updating & Recodifying the Zoning Bylaw

Mr. Corson explained that the Barrett Planning Group has been working on this project and completed a first draft. The Board discussed reviewing the draft, redlining any proposed edits, and sending them to Mr. Corson. The Board will review the document at its next meeting, in February. The Planning Board will also be reviewing and editing this document.

Mr. Toups moved to adjourn the meeting at 8:09pm. Seconded by Mr. McCormack.

Roll call: Stefano Caprara, Kristin Hilberg, Michael Toups, Than Stuntz, and Mark White – all aye. Motion carried unanimously.

Respectfully submitted,

Kristan Patenaude

Join Zoom Meeting

<https://us02web.zoom.us/j/84788492171?pwd=dGpPNzR2M25uNzd4eDF5dzNSMEZKQT09>

Meeting ID: 847 8849 2171

Passcode: 757926

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