

**Design Review Board
Meeting Minutes
March 10, 2020
8:00 AM
Morse/Hilberg Room, Boxborough Town Hall, 29 Middle Road**

Members Present: Rebecca Verner (Chair) Robert Childs, Robert Stemple (Clerk)

Absent: Brian Picca

Also, Present: Simon Corson; Boxborough Town Planner, Shawn Nuckolls; Toll Brothers

1. Chair Verner called the meeting to order at 8:05AM
2. Meeting Minutes of November 22, 2019 Ms. Verner MADE a MOTION to approve the meeting minutes of November 22, 2019. Mr. Childs had a small correction to the minutes with regard to a grammatical error, Ms. Verner accepted the change Mr. Childs made a MOTION to accept the minutes as amended. Mr. Stemple SECONDED the MOTION. All members voted IN FAVOR.
3. The DRB received the following detailed correspondence on March 6 from Mr. Shawn Nuckolls from Tolls Brothers, which was requested from the DRB at their last meeting:
 - A. Roofing – GAF Timberline High Definition roof shingles – Charcoal
 - B. Siding – CertainTeed Encore Vinyl Siding 5” Clapboard, CertainTeed CedarBoards Board & Batten 12”
 - C. Windows – Vinyl Windows by Silverline - Premium Single Hung 4900 series
 - D. Garage Doors – Clopay Grand Harbor – Design 12 – Plain Short Window Design
 - E. Exterior Columns – 10” x 10” square permacast column by HB&G
4. New Business
 - A. To review updated proposed building designs and supplemental project landscape plan details regarding 700, 750, & 800 Massachusetts Ave “Enclave at Boxborough”
 1. Numerous designs, drawings and pictures were presented to the Board. These included pictures of fences, walkways, entry road plantings, tree layout, sign design, and building layouts. (Detail list of documents reviewed below)
 2. Ms. Verner noted that several Design Review Board application criteria were not met as part of the submittal as follows: Color photographs showing existing buildings and site conditions adjacent to the proposed project area. Building elevations showing adjacent site/building conditions. Plans showing footprint and relationships of structures, including relationship to structures on contiguous lots. Landscape plans.

3. Ms. Verner noted that an error was made in the Ducharme & Dillis project update letter dated 2020.02.20 Planning Board Decision "Condition 41.b.II – Building additions, including porches and decks and privacy fences are limited to exclusive use areas as defined by the Owner/Applicant except as otherwise prohibited. Patios and other allowed structures shall incorporate impervious materials." Condition should read **pervious** materials not impervious.
 4. Questions were asked to Mr. Nuckolls about needing more symmetry in the side elevations and more details about the landscape plans and perimeter screening.
 5. Questions were asked about screened porches, railings, and view from decks.
 6. Ms. Verner requested more detailed information about the stacked stone wall and entry signage to verify adequate vehicular visibility from the access drive to Stow Road.
 7. Ms. Verner commented on the entry road plantings and asked that appropriately scaled evergreen trees be planted beneath the ornamental street trees to avoid shading and competition in height.
 8. Mr. Stemple asked questions regarding utilities underground, utilities were confirmed as below grade.
 9. Mr. Childs asked about fencing being used vinyl versus wood. The Board recommends the use of wood.
 10. Mr. Stemple asked about lights on entrance sign.
 11. There was extensive discussion amongst all about materials list, on the plans of "Davis-Wetherbee" vs. "Fifer-Davis" vs. "Hager-Steele".
 12. Discussions were had over road maintenance i.e. snow, repair, irrigation for the plantings and lawn.
 13. Ms. Verner asked about the entry signage; letter sizing, colors, painted or carved, materials and suggested that it be made of natural wood rather than a synthetic material as it is more appropriate to the Town Center District.
 14. Ms. Verner asked if an agreement had been made with Sherriff's and Tisbury Meadows and requested a copy of said agreement.
 15. Ms. Verner questioned the visual impact of the rear and side building elevations as seen from the neighboring parcels and asked for additional evergreen screening to offset the property clearing and close proximity to the surrounding properties.
- B. A 6-page letter was received by the Board from Mr. Corson who received it from Mr. Nuckolls responding to questions and concerns from the DRB from previous meetings which were focused on building designs, building elevations, building footprints.
- C. Mr. Nuckolls indicated that all the items were agreed to with the sign agreement of 9/5/2019.
1. Ms. Verner was concerned about the size of the buildings and questioned Mr. Nuckolls. According to the Design Review Board Design Guidelines, within the Town Center District the largest allowable building footprint is 45' x 65', yet the proposed shows up to 78' x 84'.
 2. Mr. Childs made numerous concerns about the view of the abutters from their back yard and the need for more "screening"

5. Prior to making a recommendation to the Planning Board, the Design Review Board is asking the Applicant to provide:
 1. More details about the species, sizes and counts plantings.
 2. More details about the species, sizes and counts of perimeter evergreen screen trees.
 3. Exact external measurements of all units with porches and possible options.
 4. All front, rear and side elevations reflecting all possible options inclusive of decks.
 5. Details on the sidewalk layout, grading, removals of existing large trees, accessibility.
 6. Clarification regarding whether a stop sign is needed at the intersection of the access way and Stow Road regarding direct line of sight.
 7. Suggested revised impervious calculations with increased footprints.

6. Regarding 2030 Masterplan Design Review Board Aspirations and Goals. This was deferred to a future DRB meeting.

7. Regarding the Design Review Board Guidelines. This was deferred to a future DRB meeting.

8. With no further business and no immediate additional meetings to schedule. Mr. Stemple MADE a MOTION to Adjourn at 9:25 am. Mr. Childs SECONDED the MOTION. All members VOTED in FAVOR.

Meeting Documents:

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Design Review Board Design Guidelines Application titled “drb_application 2-11-20”

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Document titled “2020.1.29 Boxborough”

ESE Planning – Enclave at Boxborough, Document titled “3961-Entrance-Drive-PBR-LANDSCAPE UPDATE” dated 2020.03.05

ESE Planning – Enclave at Boxborough, Document titled “3961-STOW-ROAD-SIGN” – Entrance Feature, dated 2020.03.05

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Document titled “ARTICLE 175-1 Locus Map” dated 2020.03.05

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Photo titled “stow sign 1”

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Photo titled “stow sign 3”

ESE Planning – Enclave at Boxborough, Document titled “3961-Entrance-Drive-Layout2” dated 2019.12.05

ESE Planning – Enclave at Boxborough, Document titled “3961-Entrance-Drive-Update-1” dated 2020.02.07

Ducharme & Dillis – Enclave at Boxborough, Document titled “6092_TB_Presentation Plan_121719” dated 2020.12.13

Ducharme & Dillis – Enclave at Boxborough, Document titled “6092-ltr-pb-021220 (Project Update)”

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