

Design Review Board
Meeting Minutes
May 6, 2020
6:00 PM
Held: by Virtual Meeting Via Zoom
<http://us02web.zoom.us/j89479578703>

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

Absent: Brian Picca

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

NOTE: VIRTUAL MEETING - THIS MEETING IS BEING CONDUCTED VIA REMOTE PARTICIPATION, PURSUANT TO THE CURRENT COVID-19 EXECUTIVE ORDER. REMOTE PARTICIPATION INSTRUCTIONS ARE PROVIDED TO THE PUBLIC.

1. The meeting was called to order at 6:01 PM by the Chair who confirmed members by ROLL CALL VOTE, Stemple-AYE, Childs-AYE, Verner-AYE
2. Meeting Minutes of March 10, 2020 not finished
3. No Correspondences were received by the Board
4. No New Business items were received by the Board
5. Update on Project Reviews
 - A. 700, 750 & 800 Massachusetts Avenue – The Board received an email from Place Associates of Littleton, Ma. from Town Planner, Simon Corson dated May 4, 2020 which provided responses to requests made by the DRB at its March 10, 2020 meeting, with regard to home design/measurements and sidewalk design specifications.
 1. The Board acknowledged the extra work and expanded design details that have been provided by Mr. Shawn Nuckolls, with regard to the measurements and elevations as requested, as well as new drawings with light placement, building spacing, more height measurements and a clearer picture of porch and step layouts.
 2. Ms. Verner pointed out that building elevations as they related to adjacent buildings and site topography were requested during the DRB March 10, 2020 meeting (pursuant with the Design Review Board Design Guidelines) but not included in the submittal. Supplemental images and plan, however, were provided to bring more clarity.
 3. Mr. Childs started a discussion for clarification about porch designs regarding floor dimensions and height specifications.

4. Mr. Stemple questioned about steps off the porch with regard to length and width.
5. Ms. Verner discussed dimensions of the models inclusive of options; concern of the added impervious on site, increase in project density and exceeding DRB maximum recommended footprint of 45'x65' in Town Center District with the potential of 78'x80' increased footprints possible. Ms. Verner pointed out that the January 25th 2019 Settlement agreement approved a footprint of 62'D x 76'W and the Site Plan Approval and Special Permit Decision endorsed by the Planning Board on January 6, 2020 approved a footprint of 62'D x 78'W. It was further pointed out that the proposed footprints are much larger than any of the abutting properties.
6. Ms. Verner stated that the proposed options are not pervious pursuant with Planning Board Decision Condition 41.b.II. and will increase drainage calculations.
7. Ms. Verner requested clarification on the width of the Wetherbee option as it was not represented in the drawing submittal, Applicant confirmed a width of 39'.
8. Ms. Verner requested clarifications on proposed materials reflected on the Stow Road Sidewalk Plan.
9. Ms. Verner was concerned about the sidewalk specifications as well as the impacts to existing stone wall and mature trees along Stow Road. Suggested an Arborist should be consulted to assess the health and viability of all trees impacted.
10. Ms. Verner commented that sight lines should be reflected in plan to confirm adequate vehicular visibility.
11. The DRB reviewed the proposed Landscape Plans. Ms. Verner stated that several perimeter locations on the property suggest the need for added mixed evergreen screening beyond what was being shown for the residents of Sherriff's and Tisbury Meadows and along Burroughs Road. Specifically, 145 and 155 Stow Road.
12. Mr. Nuckolls provided new expanded drawings of tree placement and reviewed types of trees, quantity and expanded locations.
13. Ms. Verner expressed concern over the revision drawing reductions in evergreen screen trees from the previous submittal and expressed that the original sheet 1 of 8 dated 2020.04.28 was the preference of the Board. Ms. Verner recommended that that the Applicant utilize the evergreen strategy as shown in this document and mix in some Thuja standeshi x plicata to increase the longevity of the evergreen screening over time. This mixed palette should be continued along the length of property line to the North of 539 Burroughs Road (behind units 29-32) as well as along the length of the property line to the East of 571 Burroughs Road (behind units 19-28)
14. Mr. Childs discussed need for expanded screening of abutters back yards.
15. Mr. Stemple noted that two different fence styles were represented in the presentation at the entry drive and recommended the two rail over the three rail option.
16. Ms. Verner requested clarification regarding the proposed lighting and whether or not it was darksky compliant pursuant with the Site Plan Approval Decision.

6. With regard to a recommendation to the Planning Board, while there are several minor changes recommended, most specifically regarding tree placement. The DRB recognizes the Applicants willingness to work within the requirements of the Town Center Agreement as agreed to in previous signed documents. The Design Review Board will be issuing a full Design Review Board Report and Recommendation to the Planning Board following this meeting.
7. Regarding 2030 Masterplan Design Review Board Aspirations and Goals. This was briefly discussed and deferred to a future DRB meeting.
8. Regarding the Design Review Board Guidelines. This was briefly discussed and deferred to a future DRB meeting.
9. Mr. Childs MADE a MOTION to approve the recommendations as discussed. Mr. Stemple SECONDED the MOTION. All members voted IN FAVOR by Roll Call Vote. Stemple-AYE, Childs-AYE, Verner-AYE.
10. With no further business and no immediate additional meetings to schedule. Mr. Stemple MADE a MOTION to Adjourn at 7:25 pm. Mr. Childs SECONDED the MOTION. All members VOTED in FAVOR by Roll Cal Vote. Stemple-Aye, Childs-AYE, Verner-AYE

Meeting Documents:

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Document titled “Cover Letter – DRB Response 042820” dated 2020.04.28

Ducharme & Dillis – Enclave at Boxborough, Document titled “1. Presentation Plan” dated 2020.04.22

Boxborough Town Center, LLC, Toll Brothers, Inc. – Enclave at Boxborough, Document titled “2. Architectural Plan Updates”, dated 2020.04.15

Ducharme & Dillis – Enclave at Boxborough, Document titled “4. Stow Road sidewalk plan” dated 2020.04.23

ESE Consultants – Enclave at Boxborough, Document titled “5. Site plan and photos” dated 2020.04.21

Ducharme & Dillis – Enclave at Boxborough, Document titled “Ducharme & Dillis Letter 031820” dated 2020.03.18

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.01” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, REVISED Document titled “3961-S-LAND-SD09.01” dated 2020.04.28, received 2020.05.06

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.02” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, REVISED Document titled “3961-S-LAND-SD09.02” dated 2020.04.28, received 2020.05.06

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.03” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.04” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.05” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.06” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.07” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.08” dated 2020.04.28

ESE Consultants – Enclave at Boxborough, Document titled “3961-S-LAND-SD09.09” dated 2020.04.28

Places Associates, Inc. – Enclave at Boxborough, Document titled “5249 Enclave – Review of 2020 submission (24323)” dated 2020.05.04