



## TOWN OF BOXBOROUGH

### Zoning Board of Appeals

29 Middle Road, Boxborough, Massachusetts 01719

Phone (978) 264-1723 • Fax (978) 264-3127

www.boxborough-ma.gov

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

APPROVED ON: October 18, 2022

### Meeting Minutes September 13, 2022 7:30 PM Remote Meeting

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

**Staff Present:** Tracy Murphy, Town Planner

Mr. White outlined the meeting process and opened the meeting at 7:32pm with roll call attendance.

#### **Minutes –**

Mr. Barbadoro moved to approve the meeting minutes of May 31, 2022, as amended. Seconded by Ms. Hilberg.

Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – aye, Mark Barbadoro - aye, Shawn McCormack – aye, Than Stuntz - aye, and Mark White –aye. 7-0-0, motion carried.

Mr. Barbadoro moved to approve the meeting minutes of June 7, 2022, as submitted. Seconded by Ms. Hilberg.

Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – aye, Mark Barbadoro - aye, Shawn McCormack – aye, Than Stuntz – aye, and Mark White –aye. 7-0-0, motion carried.

Ms. Hilberg moved to approve the meeting minutes of July 5, 2022, as submitted. Seconded by Mr. Toups.

Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – abstain, Mark Barbadoro - aye, Shawn McCormack – aye, Than Stuntz - abstain, and Mark White –aye. 5-0-2, motion carried.

Mr. Toups moved to approve the meeting minutes of August 16, 2022, as amended. Seconded by Ms. Hilberg.

Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – aye, Mark Barbadoro - aye, Shawn McCormack – abstain, Than Stuntz – aye, and Mark White –aye. 6-0-1, motion carried.

**7:45 Public Hearing 650 Massachusetts Avenue Special Permit, Sign**

Mr. White reopened the public hearing. The minutes of August 16<sup>th</sup> note that the Building Inspector was going to check on what is happening out back of this property.

Ms. Murphy stated that she believes this was going to be done today by the Building Inspector. She will email the Board members once she has an answer.

Mr. White noted that no applicant was present for the meeting and that this item should likely be continued.

Mr. White moved to continue the hearing for the 650 Massachusetts Avenue Special Sign Permit to October 18, 2022, at 7:45pm. Seconded by Mr. Barbadoro.

Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – aye, Mark Barbadoro - aye, Shawn McCormack – aye, Than Stuntz – aye, and Mark White –aye. 7-0-0, motion carried.

### **New Business**

#### Fall Town Meeting Proposed Zoning Amendments

Mr. Barbadoro explained that there are a few amendments being proposed. One is regarding zoning recodification. He asked that Board members attend the next Planning Board meeting to discuss this topic and send any proposed edits to him. Another change proposed is to the definition of lot coverage. Additionally, there is a proposal to change the residential gross floor area, for buildings with a ceiling height over 12' to be calculated twice in the ratio. There is a proposed change regarding lot coverage, to strike Footnote 1. These are being presented as separate articles. All of the documentation for these items are on the Town website, and the Planning Board meeting at which these will be discussed will be a public meeting.

#### **8:00 Public Hearing 60 Codman Hill Road Special Permit, Modification of a pre-existing, non-conforming structure**

Mr. White reopened the public hearing. The Board had previously requested that the applicant go before the Planning Board for site plan review, prior to hearing this item.

Vincent Cannistraro stated that the applicant is requesting to extend this continuance by another 60 days at this time.

Mr. White moved to continue the 60 Codman Hill Road Special Permit hearing to November 15, 2022, at 7:45pm. Seconded by Mr. Stuntz.

#### Discussion:

Maria Neyland noted that this is the night of Special Town Meeting.

Mr. White AMENDED his motion to continue the 60 Codman Hill Road Special Permit hearing to November 29, 2022, at 7:45pm. Seconded by Mr. Stuntz.

Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – aye, Mark Barbadoro - aye, Shawn McCormack – aye, Than Stuntz – aye, and Mark White –aye. 7-0-0, motion carried.

**Review Correspondence** – None at this time.

Ms. Murphy stated that she and a member of the Building Department will be hosting ‘From Application to Occupancy,’ to describe and illustrate the Department’s permitting process on the 22<sup>nd</sup>. No details regarding specific triggers for permits will be discussed, but this will be more of a behind-the-scenes look regarding inspections and what happens before occupancy can occur. Details about the meeting will be listed on the Planning Department’s website.

Mr. White asked that the Department look into holding a public discussion regarding enforcement of the bylaw. Ms. Murphy stated that she would examine this further.

The Board discussed the fact that Mr. Toups may not be available for the sign permit continuance on October 16, 2022, and if Mr. McCormack can sit in for that meeting or not. Mr. White stated that he would like to keep the date for now and handle the issue at that time, if needed. Mr. Barbadoro suggested moving the hearing to a date at which Mr. Toups can be available.

**Next Meeting: October 18, 2022**

Mr. Toups moved to adjourn the meeting at 8:16pm. Seconded by Mr. Barbadoro.  
Roll call: Kristin Hilberg – aye, Michael Toups - aye, Stefano Caprara – aye, Mark Barbadoro - aye, Shawn McCormack – aye, Than Stuntz – aye, and Mark White –aye. 7-0-0, motion carried.

Respectfully submitted,  
Kristan Patenaude