



## 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

---

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

APPROVED ON: May 31, 2022

### Meeting Minutes February 01, 2022 7:30 PM Remote Meeting

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

#### Minutes

Ms. Hilberg moved to approve the meeting minutes of January 4, 2021, as written. Seconded by Mr. Barbadoro.

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

#### Review Correspondence

None at this time.

#### Updating & Recodifying the Zoning Bylaw

- Discussion of Section 4.3 Nonconforming Uses and Structures

The Board reviewed the proposed language in Section 4.3. Mr. Corson explained that the Board can make comments on the first draft and a second draft will again be reviewed by all parties and legal counsel. The Board suggested that the consultant use the current language for this section and update any defined terms that have been changed. The Board will then look to see if there are any specific issues.

- Discussion of recommended revisions from Zoning Board of Appeals' Members

Mr. Toups asked if every line of the old document is covered by the new document. Mr. Corson explained that a sort of “answer key” would be useful to ask for from the consultant to note a list or spreadsheet of where these changes were made in the document. Mr. Barbadoro asked that all members submit any proposed changes to the document to the Planning Board.

Mr. Corson explained that the Planning Board will rediscuss these items on February 16, 2022 at 7pm. The second drafts of these documents will likely be available March 7<sup>th</sup> or March 14<sup>th</sup>. Town Council will review this after the draft is received on February 24, 2022.

Mr. Toups noted that some sections were explicitly dropped from this version of the document. Mr. Corson stated that the only things that should have been omitted were administrative items that should not have been included. There are sections that seem to have unintentional changes made to them. The intention is to make the language more user-friendly through the process.

Ms. Hilberg suggested breaking the document into chunks for review. Mr. White asked Mr. Corson to assign each member a random section to review but noted that members should feel comfortable overlapping with other sections if they so choose. Mr. Corson asked that comments be submitted to him by February 14, 2022.

### **New Business**

Mr. Barbadoro moved to adjourn the meeting at 8:52pm. Seconded by Ms. Hilberg. Roll call: Stefano Caprara, Kristin Hilberg, Mark Barbadoro, Shawn McCormack, and Mark White – all aye. Motion carried unanimously.

Respectfully submitted,  
Kristan Patenaude

Join Zoom Meeting

<https://us02web.zoom.us/j/81207413281?pwd=WW1DbHgZy2piRG12L0I4Ym5mOHZiZz09>

Meeting ID: 812 0741 3281

Passcode: 690872

One tap mobile

+19292056099,,81207413281#,,,,\*690872# US (New York) +13017158592,,81207413281#,,,,\*690872# US (Washington DC)