



TOWN OF BOXBOROUGH

Planning Board

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Mark Barbadoro, Chair • Cindy Markowitz, Clerk • Mark White • Rebecca Verner • Kathleen Vorce

APPROVED ON July 18, 2022

Meeting Minutes

June 27, 2022

7:00 PM

Remote Meeting

Members Present: Mark Barbadoro (Chair), Cindy Markowitz (Clerk), Mark White, Rebecca Verner, Kathleen Vorce, Janet Connolly (associate member).

Staff Present: Tracy Murphy, Town Planner

Chair Barbadoro called the meeting to order at 7:01 PM with a roll call attendance

Public Comment – None at this time.

Campanelli Presentation on Beaver Brook Campus

Russell Dion, Campanelli, addressed the Board.

Rita Grossman, BCTrust, noted that the only access to this property is from the cul-de-sac in front of #100. Mr. Dion stated that he believes there is acceptable access to the lot.

In response to a question from Rich Guzzardi, Chair of the Economic Development Committee, Mr. Dion stated that the intention is to secure a lease on the 200 building, potentially leading to full occupancy and a new build-to-suit within the next 12-14 months. This is a good location along Route 495 for economic development for the Town.

In response to a question from Ms. Markowitz regarding the Natural Heritage and Endangered Species Program (NHESP) and open space restrictions in perpetuity on the property, Mr. Dion explained that the open space is dictated by the impervious surface on site. Even though the entire park already has a plan, each piece of land stands on its own. Lot 400 will have less impervious on site than if building 400 was built. Some of the existing pavement will be removed.

Ms. Markowitz stated that she is glad to hear 500 will be able to be leased. She noted that Beaver Brook Road is owned privately by Campanelli now. She asked about additional traffic impacts from trucks from these facilities. Mr. Dion stated that more information on this will be shared at future meetings.

Mr. Dion explained that the business park will be planned for different uses, as allowed within the bylaw. The lots have already been designated for development and there are no buildings

proposed outside of these areas. The original park was permitted with approximately 11,000 trips per day. Discussions with DOT regarding early feedback on traffic items are currently taking place. Each site will be analyzed on a case-by-case basis.

In response to a question from Mr. White regarding footprint sizes, Mr. Dion stated that the maximum space proposed is up to 175,000 s.f. – with the footprint size being 125,000 s.f. and a mezzanine of approximately 50,000 s.f. The proposal is to stay within the building envelopes.

In response to a question from Ms. Verner, Mr. Dion stated that there is an existing solar field/carport on site, including five cantilevered solar structures. If roofs or new parking lots support solar, it would be of interest to the project to pursue this further.

Mr. Barbadoro stated that the Town wants to be green in terms of wildlife habitat, trails, and open space, as well as being green through sustainable practices.

650 Massachusetts Ave. – ZBA Special Permit Application for Sign

Ms. Murphy explained that the hearing is scheduled for next Tuesday at 7pm before the ZBA. It was noted that this is not within the Design Review Board's (DRB) purview. A letter was previously written by the Zoning Enforcement Officer to allow this site to be used as a kennel, however there may be site plan approval items needed, as the proposal is a change of use.

Ms. Markowitz asked that the ZBA consider that the sign should be in character with the building. She pointed out Section 6303 of the bylaw, "generally signs should not contain more than three colors...and fluorescent colors are prohibited." There are also requirements under Section 6307 which may be referenced. She stated that she does not believe the sign matches the color of the façade.

Ms. Murphy noted that the sign was originally placed without permits.

Ms. Verner stated that she does not believe the sign is in color or context with the building. She would like to know if any lighting is being proposed for these signs. She asked how to discourage people seeking forgiveness after the fact for these types of items. Mr. Barbadoro stated that he believes this is under the purview of the Building Official.

Ms. Connolly asked if there is any reason for the second proposed sign for the building. Ms. Murphy stated that she is unclear on this item. Mr. Barbadoro noted that he believes a free-standing and wall sign are both allowed under the bylaw, as long as conditions are met.

Mr. White noted that the sign permit application will need to include a scaled drawing specifying dimensions, measurements, materials, illumination, scale, colors, etc.

There was discussion regarding multiple uses occurring on the property. It was noted that the applicant will likely need to file for site plan review for both uses on the site. This could likely trigger DRB review as well.

984 and 996 Massachusetts Avenue & 38 Sara's Way (Granite Hill) – Draft Decision

The Board tabled discussion on this item until later in the meeting.

Comments on Expanded Environmental Notification Form (EENF) and Special Permit Applications for 1-2 Monarch Drive, Littleton

Ms. Markowitz explained that a new facility is being proposed on this site, 1-2 Monarch Drive, Littleton, and abuts Boxborough's town line. This triggered review by MEPA due to impact to over two acres of rare habitat, with the Blanding's turtle species on site. A draft letter has been created which speaks to traffic concerns, the rare habitat which abuts Boxborough, and the Aquifer Protection District items at hand.

There was discussion regarding the Environmental Justice Zone.

The deadline for the MEPA submission is in early July.

Zoning Recodification –timeline for finalizing and bringing to Town Meeting

It was noted that this recodification deals with technical and administrative issues, instead of policy items.

The Board discussed the recodification process thus far. Ms. Murphy stated that she will review the process with the consultant and come back to the Board with a timeline.

Planning Board Planning Board Calendar for next year's meetings

The Board reviewed its draft calendar.

Committee Reports: The Board took up this item at this time

Water Resource Committee (Connolly)

Les Fox, Select Board member, explained that the Littleton Water Department is examining a potential water source along Route 2. The Select Board voted that the Town would continue to work with Littleton Water Department to look into solutions for certain western Boxborough condominium properties. This will be a fact-finding and researching process, with no money commitments as of yet.

Community Preservation Committee (Vorce)

No update at this time.

Design Review Board (Verner)

No update at this time.

Economic Development Committee (White)

No update at this time.

MAGIC Representative (Markowitz)

Ms. Markowitz noted that the group is currently setting up its workplan.

Small Cell Committee

Ms. Markowitz stated that Littleton Electric has requested that the Select Board policy be amended, and the Select Board seems amenable to this.

BLF

No updates at this time.

Town Administrator Search Committee

The group will likely meet for the first time in late July.

Administrative Business

Updates from the Town Planner

Ms. Murphy noted that 60 Codman Hill Road will be coming before the Board for site plan review in August/September. Boxborough Meadows will likely be requesting road approval in the subdivision shortly.

Meeting Minutes – June 13, 2022

Ms. Verner moved to approve the meeting minutes of June 13, 2022, as amended. Ms. Markowitz seconded.

Roll call: Barbadoro – aye; Vorce – aye; Verner – aye; White – abstain; and Markowitz – aye. Motion passed 4-0-1.

Correspondence and New Business (if any)

None at this time.

Technical Assistance Program Grant Application and other Grant Opportunities

No updates at this time.

Planning Board Training

No updates at this time.

Master Plan Action Items Spreadsheet

No updates at this time.

Website update

Certain revisions to the website were suggested regarding updated Board membership.

Legislative Update:

- **Housing Choice legislation update / MBTA Communities Regulations**

No updates at this time.

Mr. White and Ms. Vorce exited the meeting at 10:25pm.

Committee Reports: *The Board previously reviewed this item.*

984 and 996 Massachusetts Avenue & 38 Sara's Way (Granite Hill) – Draft Decision - *the Board retook this item at this time.*

The Board reviewed the draft decision. It was noted that an updated plan set was recently sent to the Board. There was discussion regarding the 30' width roadway being adequately represented. Mr. Barbadoro noted that the applicant will also be coming back with an ANR plan with modifications to the front of Sara's Way. Ms. Murphy stated that she will ask the applicant exactly what was revised on the updated plan set and review this with the Board at a future meeting.

Ms. Verner moved to adjourn the meeting at 10:45 PM. Ms. Markowitz seconded.
Roll call: Barbadoro – aye; Verner – aye; and Markowitz – aye. Motion passed unanimously.

Meeting Documents:

650 Massachusetts Ave – ZBA application

Boxborough Planning Board – 12/20/21 presentation, ZBL Recodification Draft #1

Proposed Zoning Bylaw Recodification, March 25, 2022

Massachusetts Ave, Sara's Way Draft Decision – June 23, 2022

Planning Board Agenda June 27, 2022

Draft Letter to MEPA, 1 & 2 Monarch Drive, Littleton draft – June 27, 2022

Draft Planning Board Schedule

Draft Planning Board meeting minutes June 13, 2022

This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

Join Zoom Meeting

<https://us02web.zoom.us/j/88034048975?pwd=fE7wBhHQ2XRINwPilXjhlXZTV9aKhv.1>

Meeting ID: 880 3404 8975

Passcode: 285682

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