



TOWN OF NORTHBOROUGH DESIGN REVIEW COMMITTEE

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Approved 1.11.19

December 14, 2018
Design Review Committee
Meeting Minutes

Members Present: Michelle Gillespie, Chairman; Tom Reardon, Diana Nicklaus, Dave Veron

Others Present: Bob Frederico, Inspector of Buildings/Zoning Enforcement Officer; Kathy Joubert, Town Planner; Hugo Correa, George Pember, John Le, Tim Shay, Nick Muskopf, Dan Wezniak

Meeting began at 8:00am.

343 Hudson Street – Continued discussion

Hugo Correa, George Pember, and John Le presented revised draft design for proposed two-family dwelling unit. Will be applying to Planning Board for a Special Permit to convert single-family home to a duplex.

Comments from DRC members regarding labeling of items on site plan that need to be corrected:

- Proposed parking
- Proposed driveway
- Dotted line for existing garage that will be removed
- Dotted lines for portion of house that will be removed
- Add landscaped beds around house to soften the house

Comments regarding design of two-family structure:

- 8” corner trim has been added since last meeting
- Concern with kitchen counters partially covering the kitchen windows
- Counter top and sink issues need to be redesigned
- Raise window sills
- Concern with stairs shown to 2nd floor; concern with step up into the kitchen; floor levels do not align
- Columns should be increased to 10”-12”
- Remove fan design over the doors
- North elevation - If stone is to be used on the porch, needs to be shown on the plan
- South elevation – Move bathroom windows away from the tub
- South elevation - Add roof to over the doors and to the porch
- Basement needs exit doors

Continue to January 11, 2019 meeting at 8:00am.

109 West Main Street – Continued discussion

Tim Shay, Nick Muskopf and Dan Wezniak presented revised building design and site plan for proposed commercial building. Anticipates 2-3 tenants.

Comments from DRC members:

- Consider removing white fence located on westerly property line. Mr. Shay responded due to grade change, portion of fence may need to remain.
- Excessive amount of landscaping is proposed. Need to reduce amount of landscaping and simplify the design using pear trees and grasses
- Need photometric plan
- Eliminate dumpster
- Discussion of option 1 and 2 design. Dan Wezniak will create option 3 with smaller windows and gable roof on dormers
- 10” columns shown on plan – approved by DRC

Continue to January 11, 2019 meeting at 8:00am.

D. Nicklaus left the meeting at 9:30am.

Old/New Business

Draft design guidelines for two-family dwelling units:

Members discussed language in draft two-family guidelines regarding references to “prohibitive” and to consider replacing that language with language to the effect of “repetitive designs are discouraged”. K. Joubert will discuss with Judi Barrett.

Zoning amendment for 2019 town meeting:

Planning Board members have discussed proposing an amendment to add specific length of time per appointment to the DRC. Terms of appointment could be three years or five years.

DRC members reviewed the existing language regarding the make-up of the DRC and would like to add amendment to change “degreed” architect to “licensed” architect. K. Joubert also suggested modifying the representation on the DRC to include an additional architect in place of “interested and responsible citizen”.

K. Joubert will have draft language in advance of the January 11th meeting.

Approval of Minutes:

Motion made by D. Veron, second by T. Reardon, three in favor of approving November 30, 2018 minutes.

Meeting adjourned at 9:45am.

Respectfully submitted,

Kathy Joubert
Town Planner