



# TOWN OF NORTHBOROUGH DESIGN REVIEW COMMITTEE

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Approved 11.30.18

October 26, 2018  
Design Review Committee  
Meeting Minutes

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

**Others Present:** Judi Barrett, Barrett Planning Group LLC; Kathy Joubert, Town Planner; Amy Poretsky, Kerri Martinek

Meeting began at 8:05am.

## **Design Guidelines for Two-Family Dwelling Units:**

Continued discussion and review of draft design guidelines for two-family dwelling units. DRC members reviewed the draft guidelines page by page. Also discussed comments provided by Amy Poretsky, Planning Board member.

General observations/comments:

- Regarding mass and form – how to accommodate modern design and form
- How to review conversions – changing single-family to two-family
- Difficult to regulate someone's personal taste in landscaping
- Fortify design review process by having initial concept presented to DRC. Also prepare acknowledgement form that applicant needs to sign confirming they have read the design guideline
- Perhaps schedule a workshop for the architects and builders explaining the design guidelines and design review process

Ms. Barrett will make minor revisions based on today's discussion and will add "preferred designs" and "not preferred designs" photos to the guidelines. Final draft will be sent to K. Joubert and board members for final review.

## **2016 Minutes:**

7/21/16, 9/22/16, 9/27/16, 10/18/16, 11/22/16, and 12/9/16 minutes were approved.

Meeting adjourned at 9:45am.

Respectfully submitted,

Kathy Joubert  
Town Planner