



# TOWN OF NORTHBOROUGH DESIGN REVIEW COMMITTEE

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Approved 11.30.18

June 1, 2018  
Design Review Committee  
Meeting Minutes

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

**Members Absent:** Dave Veron

**Others Present:** Dr. Alex Moheban, Dan Lewis, Judi Barrett, Barrett Planning Group LLC;  
Kathy Joubert, Town Planner; Bob Frederico, Inspector of  
Buildings/Zoning Enforcement Officer

Meeting began at 8:00am.

## **267-281 Southwest Cutoff**

Members reviewed signs, site plan, and building renderings.

Discussion will continue at next meeting.

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

Judi Barrett, Barrett Planning Group LLC has been hired by the Town to work with the DRC on drafting design guidelines for two-family dwelling units. DRC and consultant discussed what DRC would prefer to see built and preferences for what not to build.

Preferences: architectural integrity is critical, separation of driveway and lot line, possible to have one units' front door located on front of house and second units' front door located on the side, one garage door on side of house, guidelines also need to address conversion of single-family home to two-family home. Need to consider massing, bulk, scale, and context. Suggest in guidelines that applicant should strongly consider hiring of design professional to assist them with the design.

Prefer not to see: four garage doors in a row, do not have garages protrude beyond face of the house, should be separation between garage doors.

Next meeting date to be determined when guidelines have been drafted.

Meeting adjourned at 9:45am.

Respectfully submitted,

Kathy Joubert, Town Planner