

MINUTES OF WESTBOROUGH DESIGN REVIEW BOARD
January 28, 2016

The Westborough Design Review Board held a regularly scheduled meeting in the Forbes Municipal Building, second floor, Suite 23. Members present for discussion were Debbie Schradieck, Dan Martin, Charlie Diamond, Todd Alexander and Cindy DuBose. Member Mike Hally was absent.

At 8:30 a.m. the Board met with Mr. Derek Wheeler from Toll Brothers for a mail kiosk and pool equipment room located at Westborough Village – Gleason Street.

Mr. Derek Wheeler, Project Manager of Westborough Village said he would like approval for an accessory structure and mail kiosk. It was an oversight on his part when he submitted his original building permit that this building had not gone before the Design Review Board. The clubhouse was reviewed and approved but not this building. The Building Commissioner informed him that he must seek approval from the Design Review Board before this building can get a building permit.

Mr. Wheeler reviewed with the Design Review Board the package of materials outlining what they are proposing. The accessory building is located at the clubhouse and will house the pool equipment on one side and a mail box kiosk on the other. This building will match the character of the clubhouse with style, colors and materials. He did bring samples of the siding and the roof shingle. All materials used on this building have been previously approved by the Design Review Board for Westborough Village.

The Town Planner agreed that the siding has been previously approved by the Design Review Board for the clubhouse and their residential units.

Mr. Wheeler said the kiosk will have 280 mailboxes on one side. Currently we have temporary boxes scattered throughout the development. The kiosk was the idea of the post office and all mail will then come to this location. On the back side of the building is where the pool equipment will be stored. This building will be directly to the left of the clubhouse.

The Town Planner said the pool is fenced in but does the fence attaches the clubhouse to the kiosk.

Mr. Wheeler said yes it does. There is a parking lot in this area where people will park to get their mail.

Chairman Debbie Schradieck said she finds this to be an appropriate location for the mail kiosk.

Chairman Debbie Schradieck said she is ready to make a motion.

Chairman Debbie Schradieck motioned to approve Toll Brothers Application for the mail kiosk and accessory building as shown on the plans entitled “Foundation, Floor Plan, Roof Framing & Roof Plan, Sheet A1” dated May 14, 2015; and “Elevations and Section, Sheet A2” dated May 14, 2015; and the Site Plan entitled “Building Permit Plot Plan, Building 22 – Clubhouse at Westborough Village” dated July 10, 2014; along with all attached exhibits. The motion was seconded by Member Charlie Diamond and unanimously voted.

At 8:45 a.m. the Board met with Leanne and Todd Hathaway on a proposal for a doggie daycare facility located at 25 Brigham Street.

Mr. Todd Hathaway said they are hoping to open a doggie day care at 25 Brigham Street. This is currently a warehouse facility that we want to convert into a doggie daycare and overnight boarding facility. We are here today because at the front entry we would like to build a façade over the garage door flush with existing block wall and plan to use reclaimed wood for horizontal siding, and plan to have a French style door with a sign above the door at the front entry. We also want a side entry/exit door to a fenced yard with a 5x5 pressure treated deck landing and stairs. The fencing is black chain link around the play yard. The Building Commissioner told them to go look at the Brewery on Milk Street to see their French doors. The reclaimed wood style matches work done around the area of Bay State Commons and the new brewery on Milk Street. The current garage door will no longer be seen as it will be boarded over.

The Town Planner said this use is allowed by right but your sound might be an issue with your neighbors. Do anticipate the neighbors may complain about dog noise. We have a nuisance ordinance which reads it is not a nuisance unless the Building Commissioner witnesses the nuisance. Natural materials like a wooden stockade fence absorb sound. Metal does not.

Mrs. Leanne Hathaway said we would not leave dogs in the play area unattended. Dogs tend to bark when unattended.

Mr. Hathaway said we are next door to Cross fit and then the other spaces are vacant.

Mr. Hathaway said the sign they plan to use is an aluminum metal with a white background that will be 24” x 48”. The lettering will be orange and green in color and be 8” x 10” in size. The sign will say “All about the Pup” play, stay & train with us”.

Member Cindy DuBose asked is this just a day care facility.

Mr. Hathaway said their facility is a doggie daycare but also offers overnight boarding. We do allow for dogs to stay for 3 or more days. Senior dogs or easy going dogs sleep on open area couches where more aggressive dogs are housed in pens. For stay overs we have 24 hour staff.

Mrs. Hathaway said we are also going for a change of use from a storage facility to a doggie day care. There will be cameras in several different locations for security and also so people can check on their dogs. We will have the ability to have 20 pens and then 20 dogs in the lounge area that are easy going. The dogs must pass several evaluations to be left out in the open in the "social sleeping" area. We are cage free but if a dog is used to being crated, we do have them.

Mr. Hathaway said there will also be an indoor playground so on rainy days the dogs can still get exercise.

Mrs. Hathaway said they are also installing a dog shower so that if they get muddy or roll in something we can clean them up. We are not doing a full grooming service but will partner with a mobile groomer who will come out certain days of the week for appointments.

Member Dan Martin said when you travel down Brigham Street it looks commercial and their use fits in.

The Town Planner said you get a better view of the facility from Cottage Street. Because you can see the façade from a public way, it triggers Design Review for the exterior of the building.

Chairman Debbie Schradieck said for now they could apply for a temporary banner/sign.

The Town Planner said you can reproduce your sign design on a vinyl banner or cloth banner and the Building Commissioner will approve this as long as the Design Review Board approves your design. The temporary banner can be replaced when your sign is complete.

Chairman Debbie Schradieck responded that she likes the design of their proposed signage. She likes the clean look and feels it is appropriate for the building. We do want to see lighting that is wall mounted and downward cast. Is this a flat sign or will there be raised letters?

Mr. Hathaway responded that this is a flat aluminum sign.

The Town Planner asked if you have a sign contractor.

Mrs. Hathaway said they did not want raised lettering and prefers it flat printed sign. They are using a sign company on the internet.

The Town Planner said other than the sign the rest of their proposal (façade, door, etc.) meets this Board's approval so you do not need to go to another Board. If you were doing just the sign, you would then have to also go to the Historic Commission. But because the sign is part of your proposal, you stay with just the Design Review Board. The new zoning bylaw that was passed this fall allows just one committee review. But it does require that the sign conform to the Historic Commission Guidelines.

The Town Planner suggested to the Design Review Board that two approvals are needed. One vote is needed for all the structural elements and then one for the sign. The Design Review Board may decide they need more specifications, color and materials on the sign before they make an approval. Signage is very controversial in every community.

Mrs. Hathaway said she could ask the manufacturer to send her a sample of the aluminum metal to be used.

The Town Planner said yes that would be great and then we need a sample of the font size and style you are using and color samples. We are looking for the actual color to review.

Chairman Debbie Schradieck said the manufacturer will give you the name and number of the colors you are using.

Mrs. Hathaway said the font they are using is called "Love You like a Sister". Are you asking that we change our logo and colors? We have this on all our correspondence.

The Town Planner said they are not asking them to change their corporate logo or business colors. We are more concerned that you go through the process and submit your design with all the specifications and materials.

Mrs. Hathaway suggested that they bring in a finished sign for the Board to review.

Member Dan Martin asked do they really want to go to the expense of this.

Chairman Debbie Schradieck said she has never dealt with anyone that did their signage on the internet. Most people go through a local signage company and the sign company accompanies the proponent to the meetings to answer any questions.

The Town Planner reminded them that they can have a temporary sign.

Chairman Debbie Schradieck instructed them that as soon as they are ready with the materials and specifications on their sign to call the office to schedule an appointment.

The Town Planner asked if you are inside the building already. How have the neighbors been with having the dogs outside?

Mr. Hathaway responded that they are. The neighbors have not complained about the outdoor dogs.

Mrs. Hathaway said the outdoor fence went up about 2 weeks ago. We do not have any clients yet. We need the permit first.

Member Dan Martin said he is fine with this proposal and the door solution. He is just surprised that we are involved in review of this building because it is a commercial looking building. It is not a very visible building either.

The Town Planner stated that any exterior work done to any building in this district requires review through the Design Review Board.

Chairman Debbie Schradieck said she just went through everything they presented today and number and labeled many of the pages. It does show the front entry, the side door, the siding, the lighting. We will approve the sign separately.

Chairman Debbie Schradieck motioned to approve the submitted Plans entitled “All About the Pup” prepared by ahp Architects, Inc. in Chelmsford, MA, dated 01/13/16; with Specification Sheets numbered 1 through 11 and dated 01/28/16. Note: The Design Review Board did not approve their permanent sign today but will approve a 2’ x 4’ temporary sign/banner for the location for a period of three months. On Page 12 is the Temporary Sign dated 01/28/16. The motion was seconded by Member Todd Alexander and unanimously voted.

The Town Planner reminded the Proponents that they will come back to the Design Review Board with a Plan and Specification Sheet for that sign with colors, materials, art type, font.

Mr. Hathaway asked Member Cindy DuBose if she had a color wheel that he could use.

Member Cindy DuBose said she does not have one with her but the type of Paint is California Paint. The Historic Commission office is on the bottom floor of the Westborough Library. Sue Spectrum can give them a color wheel from California Paint for the old New England Palette.

The Town Planner explained that the Design Review Board will submit a letter of approval to the Building Commissioner who will in turn give them their permit to start work.

The Town Planner informed the Design Review Board that Chairman Debbie Schradieck and himself went out to look at 25 West Main Street and found maybe 3 things that were not complete out of the entire building. They have done a great job.

Chairman Debbie Schradieck said she will do a site walk on the Dairy Queen today.

The Town Planner gave the Board an update on the renovation to the Town Hall at 34 West Main Street. They still do not have a final CO. Chairman Schradieck and he did a final site walk about 1 month ago on this and just before they opened, there were 3 items, one major, the doors were to have divided lights and they are not. They are solid single pane doors. So the Building Commissioner will not give them their final CO. He will recommend that the architect come in to the Design Review Board to ask that you either rule that they must install the divided light or that you waive the requirement for divided lights.

Member Charlie Diamond questioned why they did not do what was shown.

The Town Planner said he believes that the architect was told to save money because the doors were expensive. The project did come in under budget so you could assume that the Town has the money to do the work.

The minutes of September 17, 2015, October 27, 2015 and November 10, 2015 were approved as written.

The Town Planner said he will send the Design Review Board an electronic version of their regulations for review.

Chairman Debbie Schradieck said she reviewed the Design Review Guidelines and they are too big. She went through and just pulled out things she thinks are important or needed.

The Town Planner said we have signs that are good representations of what the Board is looking for. We had talked about adding in photos of what we like.

Chairman Debbie Schradieck agreed. She said she has learned that people do not read anything but will look at the pictures.

Member Dan Martin asked how much information is allowed on the signs. What kind of a sign are they proposing. Maybe there should be a definition on that.

The Town Planner said we did about six months of discussion on signage before the drafted the updated sign bylaw. We decided to allow modern information on the door to the shop (hours, email address, website, name of proprietor, etc.). Other information like the name of the business is the Sign. That is different from informational signage. Also different from

temporary signs that are to only let someone know temporary information about the business going on inside the building and can be no larger than 20% of the entire window. The Building Commissioner has to actually measure the signs in the window and take note of what is advertised in the window and if he is back in two weeks it better be different information. There is three levels of sign review. The last level (temporary signs) is total enforcement and he has nothing to do with this. The permanent sign (name of the business) we review, the information sign about the business doing business goes on the door and we don't have any say in this.

The Town Planner said the Design Review Board Guidelines were written when CVS came and was approved with no oversight. This is what brought about Design Review. The Guidelines were written to address new buildings and we knew Bay State Commons was coming. It was going to be the anchor for the Downtown. We wanted everyone to know that you had to pay attention to historic context of the neighborhood.

Chairman Debbie Schradieck said that in the Town of Gloucester Mass, their Design Review Guidelines consist 90% of sketches. It does not have enough information. They have the opposite problem we have. They are all visual and no information. We need to provide photo examples of what we are looking for.

The Town Planner suggested that Chairman Debbie Schradieck and he continue to work on the Guidelines and then report back to the rest of the Board with their progress. Label all the elements in the photos.

There being no other business, the meeting adjourned at 10:00 a.m.

Respectfully,

Sandy Spinella/Administrative Assistant

APPROVED:

Debbie Schradieck, Chairman

Cindy DuBose

Dan Martin

Todd Alexander

Charlie Diamond



TOWN OF WESTBOROUGH MASSACHUSETTS

OFFICE OF THE DESIGN REVIEW BOARD

Telephone: (508) 366-3055

Debbie Schradieck, Chairman

Forbes Municipal Building
45 West Main Street
Westborough, Ma. 01581

February 02, 2016

To: Tin Htway
Zoning Enforcement Officer

From: Jim Robbins, Town Planner

Re: Westborough Village – Gleason Street
Special Permit T-OV #05-1

The Westborough Design Review Board held a meeting on January 28, 2016 and offers the following recommendation:

To approve Toll Brothers Application for the mail kiosk and accessory building as shown on the plans entitled “Foundation, Floor Plan, Roof Framing & Roof Plan, Sheet A1” dated May 14, 2015; and “Elevations and Section, Sheet A2” dated May 14, 2015; and the Site Plan entitled “Building Permit Plot Plan, Building 22 – Clubhouse at Westborough Village” dated July 10, 2014; along with all attached exhibits.

If you have any questions, please feel free to contact me at: 508-366-3055 Thank you.



TOWN OF WESTBOROUGH MASSACHUSETTS

OFFICE OF THE DESIGN REVIEW BOARD

Telephone: (508) 366-3055

Debbie Schradieck, Chairman

Forbes Municipal Building
45 West Main Street
Westborough, Ma. 01581

February 3, 2016

To: Tin Htway
Zoning Enforcement Officer

From: Jim Robbins, Town Planner

Re: All about the Pup – 25 Brigham Street

The Westborough Design Review Board held a meeting on January 28, 2016 and offers the following recommendation:

Approve the submitted Plans entitled “All about the Pup” prepared by ahp Architects, Inc. in Chelmsford, MA, dated 01/13/16; with Specification Sheets numbered 1 through 11, dated 01/28/16. Note: The Design Review Board did not approve their permanent sign today but will approve a 2’ x 4’ temporary sign/banner for the location at 25 Brigham Street for a period of three months. On Page 12 is the approved Temporary Sign dated 01/28/16.

If you have any questions, please feel free to contact me at: 508-366-3055 Thank you.