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Michelle Tuck  
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## TOWN OF BOLTON – DESIGN REVIEW BOARD MINUTES

Meeting Held at the Town Hall – Board of Selectmen’s Room on **June 30, 2014** at 7:00 PM

Members Present: Michelle Tuck (Chairman), Mary Delaney, Marshall McKee, Ted Kirchner  
Also Present: Erica Uriarte (Town Planner); Michael Tenaglia (Applicant); Christian Klein (Architect);  
Richard Hayward (Clinton Savings Bank); Martha Remington, Alice Coggeshall, Bob  
Bush, and Linda Engelmänn (Historical Commission Members)

Call to order: 7:05 PM

### Hearings:

- None.

### Business:

- Design Review of Clinton Savings Bank, 562 Main Street, Bolton, MA
  - o Mr. Tenaglia, Applicant on behalf of Clinton Savings Bank, stated to the Design Review Board (DRB) that he will be meeting with Bolton Zoning Board of Appeals (ZBA) on July 28<sup>th</sup>. He indicated that this meeting with the DRB had been requested by the ZBA. Mr. Tenaglia met with Conservation Commission on June 17<sup>th</sup> and will be meeting with them again on July 15<sup>th</sup>. He anticipates the permitting process with Planning Board, ZBA and Board of Selectmen will be completed by this October. Mr. Tenaglia expects to commence construction in late fall or early winter and to complete construction by next summer.
  - o Mr. Klein, Architect for Clinton Savings Bank, stated the site consisted of a 0.85 acre nonconforming lot with an existing dwelling that is listed in the Historical Commission’s inventory. Mr. Klein indicated that the Historical Commission placed a six month demolition delay on the dwelling which expired in June. Clinton Savings Bank intends to demolish the dwelling as well as the existing garage. Mr. Klein noted the two neighboring dwellings on adjacent properties, also historically significant, were designed by the same architect.
  - o Mr. Klein stated that the trees situated along the westerly side of the property will be removed. The two existing trees located near Main Street will remain. These trees are approximately 50 feet apart.
    - **The DRB suggested planting a third tree along the property’s frontage within the 50 foot separation between the existing trees.**
    - Mrs. Remington, a Historical Commission Member, suggested the Tree Warden inspect the trees and provide guidance for tree trimming.
  - o Mr. Klein indicated that the existing septic system will be removed. The proposed septic system will be located towards the back of the property and mounded in accordance with Title V requirements. The existing trees located within the footprint of the system will be removed and the proposed septic mound will be seeded with grass.
    - **The DRB suggested the septic mound be seeded with a wild flower seed mix. The DRB also suggested that the candy cane vent be painted and/or surrounded with plantings (i.e., shrubs) for screening.**
  - o Mr. Klein stated that the proposed layout of the site provides an increase in impervious surface and that stormwater runoff generated by the site will be stored in underground infiltration systems. The site will be raised approximately two feet to adequately install the systems above the high groundwater table. The proposed grading will require a concrete block wall along the easterly side of the property.
    - **The DRB requested the Applicant review the site grading to determine if the retaining wall could be removed. If the wall cannot be removed, the DRB**

**suggested having a more natural looking wall (i.e., stone wall) and requested a detail/specification of the retaining wall be submitted for review.**

- o Mr. Klein indicated that the driveway entrance from Main Street will be located on the westerly side of the property and the driveway exit will be located on the easterly side of the property. The proposed driveway will have a one-way traffic pattern and handicap parking will be located near the main entrance of the building. The entire parking lot will have curbing.
  - Mr. Tenaglia indicated that a traffic report is currently being conducted and will be provided as part of their submission to Planning Board.
- o Mr. Klein stated the proposed building will be a two story colonial and slightly longer than the existing dwelling to incorporate the ATM drive through. The ceiling height of the first floor will be located under the sill of the second story window. The majority of the roof will have an 8/12 pitch with exception of the side porch roof which will have a 4/12 pitch.
  - **The DRB recommended the three smaller “6 over 1” windows on the easterly side of the building be replaced with the larger “6 over 1” windows proposed throughout the building for continuity and proportion.**
  - **The DRB recommended the HVAC duct system within the building be set back from the windows or painted to prevent the system from being seen through the windows and dormers.**
  - **The DRB disliked the projection of the front door. The DRB recommended the front door be set flush with the building. The DRB also discouraged the use of a faux door; they would prefer the front door to be fully operational.**
    - Mr. Klein was concerned with security issues related with having two entrances.
  - **The DRB will be interested in the materials/siding selected for the building. The DRB requested color samples for the window trim, body, and shingles.**
- o Mrs. Remington, on behalf of the Historical Commission, suggested the style of the building be revised to a colonial gambrel; same as the existing dwelling and neighboring dwellings. Mrs. Remington submitted pictures of the adjacent dwellings to the DRB. Mrs. Remington stated that the Historical Commission preferred the previous design submitted by Clinton Savings Bank that showed the roof line being 14-inches lower. She indicated that the current design was similar to a colonial revival.
  - The DRB stated that they did not have the authority to dictate the style of building to the Applicant.
  - Mr. Klein indicated that the lower roof line did not allow for enough space for signage above the door which would be a detriment to the building.
- o Mr. Klein stated the main entrance into the building will be provided on the westerly side of the building where there will be a large bay window and two small windows. The entrance will have a covered porch with a flat ceiling to promote a residential appearance. The main entrance door will be residential in style.
  - **The DRB requested the two smaller windows be “6 over 1” windows to match the other “6 over 1” windows located on both sides of the building.**
  - **The DRB recommended replacing the residential door with a more bank-like door made out of storefront with its sidelight to match and no muntins.**
- o Mr. Klein stated that the mechanical equipment will be located on the easterly side of the building and properly screened with a wood fence and plantings.
  - **The DRB requested a detail/specification of the wood fence be submitted for review.**
- o Mr. Klein stated that the lighting plan was in accordance with requirements for drive-up ATM machines and that the light fixtures will be approximately 18 feet in height.

- Mrs. Remington suggested the light fixtures have a matted black (powder coated) finish to match the colonial style of the building. Mrs. Remington discouraged the use of shiny metal fixtures.
  - **The DRB requested a specification of the light fixtures be submitted for review.**
- Mr. Klein discussed the landscaping plan and indicated that the large existing trees will remain on the property, the lawn areas will be grassed, and the landscaped islands will be mulched and planted. He also stated that additional trees will be used to screen a portion of the building where the restrooms are located.
  - **The DRB requested additional plantings be included in the landscape islands surrounding the parking area and building. The DRB suggested selecting plants that flower in varying seasons.**
  - **The DRB also noted that there were no large trees within the parking area to provide shade. The DRB recommended adding trees along the back of the parking lot.**
  - **The DRB requested a Landscape Architect's Plan be submitted for review taking into consideration their design guidelines including a complete planting schedule.**
- Mr. Klein indicated that fencing will be installed along the westerly property line adjacent to the athletic fields.
  - **The DRB recommended providing a break in the fence to allow a connection between the parking lot and athletic fields for residents to park after business hours.**
  - Mr. Tenaglia was concerned with the safety of residents parking after business hours as well as being able to provide sufficient vehicular access to the ATM machines during the use of the athletic fields.
  - **The DRB requested a specification of the fence be submitted for review.**
- Mr. Hayward, Representative from Clinton Savings Bank, stated that no dumpsters will be located on the property. All waste will be removed and disposed offsite.
- Mr. Klein indicated that non-illuminated signs will be located over the doors and a softly backlit sign will be located on the westerly side of building. Entrance/exit signs will also be placed towards the front of the property at the driveway entrance/exit. Mr. Klein stated that the size of the signs were in accordance with Bolton's Bylaws. Mr. Klein asked about requesting a waiver from the Board of Selectmen to have the main sign, located near the street, be internally illuminated.
  - **The DRB stated they will not approve an internally illuminated sign and did not recommend requesting a waiver. The DRB suggested using a spot light to illuminate the sign from either above or below the sign. The DRB also discouraged the building sign from being backlit. The DRB stated that signs in Bolton typically shutoff after a certain hour. The DRB anticipates the Planning Board will provide the Applicant with additional guidance regarding the signs.**
  - **The DRB recommended redesigning the base and frame of the main sign to match the character of the building.**
- Mrs. Uriarte, Town Planner, will schedule the next meeting between the DRB and Clinton Savings Bank (presumably the week of July 20<sup>th</sup>).

**M. McKee motioned to adjourn the DRB meeting at 8:41 PM. 2<sup>nd</sup> by M. Delaney. All in favor 4/0/0.**