



# Town of Bolton

Town Hall, 663 Main Street, Bolton, MA 01740  
Phone 978-779-3308 Fax 978-779-5461

## Design Review Board (DRB) Rules and Regulations

1. In considering application for permits, the DRB shall use the design review criteria appearing in the Code of the Town of Bolton § 250-23G.
2. The following Boards will consider design review guidelines:
  - a. Zoning Board of Appeals (ZBA) under § 250-8 will consider design review guidelines for special permits and variances for business or industrial uses;
  - b. Planning Board will consider design review guidelines for all developments of industrial, business and, mixed use properties subject to special permit; and
  - c. Board of Selectmen under § 250-23F Site plan approval process will consider design review guidelines.
3. The Planning Board, ~~ZBA~~Board of Appeals and Board of Selectmen will determine which applications require review by the DRB. Applicants will first meet with the permitting board to determine if an applicant needs to go before the DRB.
4. The ~~a~~Application for DRB review shall be made to the Town ~~Planner~~Clerk. The Town will transmit the application, together with the supporting material to the DRB for its review then voting on a motion to continue, approve, approve with conditions or deny. The Applicant must be present unless mutually agreed upon otherwise. The DRB shall act within 60 days from the date the applicant files a completed application with the DRB. If more time is needed for a review an extension of time can be mutually agreed upon in order to provide additional information and/or if more discussion is required. The DRB will be sensitive to the review process of the other boards.
5. A majority of members of the DRB constitutes a quorum. The DRB shall act on an application by voting on a motion to continue, approve, approve with conditions or a motion to deny. The DRB only has advisory powers and will submit a written report to the Planning Board, ZBA and/or Board of Selectmen.
- 5-6. Once the Applicant integrates the recommendations set forth in the DRB's written report into the project design, a joint meeting between the permitting board and the DRB will be conducted to collectively review design revisions.

The Planning Board adopted on \_\_\_\_\_ (date) these rules & regulations

Initial:

Date:

Revision:



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## Design Review Board (DRB) Application

Return to: Design Review Board  
663 Main Street  
Bolton MA 01740  
(978)779-3308

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Zoning District:** Limited Business { } Business { } Industrial { } PENC { }

**Type of Project:** New construction ( ) Expansion ( ) Major Renovation\* ( )

Summarize project (use additional sheet if necessary):

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**Type of Application submitted:** Planning Board Special Permit ( ) Board of Selectmen Site Plan Review ( )  
ZBA Variance ( ) ZBA Special Permit ( )

**Building Setbacks:** Frontage: \_\_\_\_ Side Set Backs Right \_\_\_\_ Left \_\_\_\_ Rear Set backs \_\_\_\_

**Wetlands Setback** (where applicable): \_\_\_\_\_

**Describe Materials Used:**

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**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Applicable when renovation costs are 50% or more of assessed building value.

## Required Drawings:

1. Building Site Plan at 1"=10'-0" or 1"=20'-0", which must include all property lines with setbacks dimensioned, right of ways, wetland boundaries and setbacks dimensioned, building footprint/s with total footprint square footage and total heated space square footage, all new driveways and roadways with widths and necks dimensioned, parking plan with total number of parking spaces, all fences delineated and labeled, all proposed landscaping (plant lists not required), buffers to residential areas, lighting, signage location, size and description, all exterior mechanical equipment, and define any service areas. Please also note any historical resources either on the property or on adjacent properties. ~~Take care to key the following drawings to the site plan.~~
2. Building Plan/s at 1/8"=1'-0" or larger.
3. Building Elevations at 1/8"=1'-0" or larger, with materials specified.
4. Site perspectives if available.

Application Fee: \$100

Please submit four (4) sets of paper copies to the Bolton Town ~~Planner Clerk~~ at the address listed above and electronically at [townplannerclerk@townofbolton.com](mailto:townplannerclerk@townofbolton.com). ~~The Applicant will be notified by the Town Planner when a meeting of the DRB is scheduled to review their application. at least 2 weeks before the next posted DRB meeting.~~

## ~~§ 250-23G Design review criteria from the Code of the Town of Bolton~~

~~G. Design review criteria. The Planning Board shall consider the following additional design criteria in conducting special permit review for all developments of business or mixed-use properties subject to special permit review under the Town of Bolton Zoning Bylaw. The Board of Selectmen may also use these criteria in undertaking site plan review for all business projects in the Town of Bolton subject to site plan review. The Board of Appeals shall also consider these criteria in review of special permits and variances for all business and industrial uses. The Planning Board, from time to time, may adopt additional design review guidelines regulations to advance the goals of this section and to provide more detailed examples for prospective developers.~~

### ~~[Added 5-2-2011 ATM by Art. 16]~~

~~(1) Design goals. Buildings and renovations shall be of a design similar to or compatible with traditional architecture in the Town of Bolton in terms of scale, massing, roof shape, spacing and exterior materials. The design standards are intended to promote quality development consistent with the Town's sense of history, human scale and pedestrian-oriented village character.~~

#### ~~(2) Building scale.~~

~~(a) The size and detailing of buildings shall reflect the community preference for moderate-scale structures that resemble houses or barns, and do not resemble "big box shopping centers." New buildings and/or substantial alterations shall incorporate features to add visual interest while reducing the appearance of bulk or mass. Such features include varied facades, rooflines and roof heights; materials; awnings; dormers; roof overhangs; pitched roofs; well-proportioned windows; and details such as brick chimneys or shutters.~~

#### ~~(b) Buildings shall relate to the pedestrian scale by the following:~~

~~[1] Appropriate architectural details to add visual interest along the ground floor of all facades that face streets, squares, pedestrian pathways, parking lots, or other significant pedestrian spaces shall be included.~~

~~[2] Articulate the base, middle, and top of the facade separated by cornices, string cornices, step-backs or other similar features.~~

~~[3] Continuous lengths of flat, blank walls adjacent to streets, pedestrian pathways, or open spaces shall not be permitted.~~

~~(3) Roof form.~~

~~(a) New construction, including new development above existing buildings and/or substantial alterations, shall incorporate gables or other traditional pitched roof forms which will be consistent with the historic architecture of the Town of Bolton. Flat roofs are discouraged.~~

~~(b) Mechanical equipment located on roofs shall be screened, organized and designed as a component of the roof design, and not appear to be a leftover or add-on element.~~

~~(4) Entrances. For all primary business and business/residential structures fronting on a public way, the building entrances shall be visible from the right of way and the sidewalk, and shall have an entrance directly accessible from the sidewalk; front entrances shall be well defined and face the main street. To increase accessibility, structures may also have entrances that provide more direct access to the parking areas beside or behind the structure. Doors shall not extend beyond the exterior facade into pedestrian pathways.~~

~~(5) External materials and appearance.~~

~~(a) Predominant wall materials shall have the appearance of wood, brick or stone that, if painted, shall be painted or coated in a nonmetallic finish. Cladding materials should be consistent on all facades, or shall be an appropriate mix found in historic architecture in Bolton (e.g., clapboard front with shingled sides), with the exception of special design elements such as gables or dormers.~~

~~(b) Awnings and canopies over windows and doors shall be compatible with the architectural style of the building. Colors and patterns used for awnings and canopies shall be subdued and compatible with any existing awnings on adjacent buildings.~~

~~(c) Except for minor trim, the building shall avoid the appearance of reflective materials such as porcelain enamel or sheet metal. Window panes shall be nonreflective.~~

~~(d) Ground floor commercial building facades facing streets, squares, or other significant pedestrian spaces shall contain transparent windows and other appropriate architectural details to add visual interest; the amount of windows may vary according to the architectural style of the structure and shall be appropriate to the building style and the intended use, with a general goal of 15% to 25% fenestration of the first floor facade surface.~~

~~(6) Historic resources.~~

~~(a) Wherever possible, existing historic structures on the site shall be preserved and renovated for use as part of the development. Any alteration of or addition to an existing historic structure shall employ materials, colors and textures as well as massing, size, scale and architectural features that complement the original structure. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. The addition to, or new construction adjacent to, an historic structure should not necessarily be a copy of the historic structure. See the most recent edition of the Secretary of the Interior's Standards for the Treatment of Historic Properties, and any accompanying guideline documents, for guidance related in particular to additions to historic structures.~~

~~(b) Other historic resources on the site, such as stone walls, shall, to the maximum extent feasible, be protected and incorporated into the proposed development.~~

~~(7) Fencing and screening. Parking areas, dumpsters and ground level mechanical equipment shall be screened from view from all adjacent residential areas by adequate vegetative screening or fencing. Landscaping and vegetative screening shall be preferred over fencing. Solid, year-round, evergreen hedge which will grow to six feet within three years, or a substantial, opaque fence at least six feet high, or the equivalent, shall be installed and maintained in good condition. A strip of dense vegetation of shrubs and trees not less than 50 feet deep may be considered an equivalent. Parking areas shall be reasonably screened and landscaped to minimize the adverse views from the public way. No wall, fence, structure, planting or other obstruction to a driver's vision may be permitted at eye level, defined as three feet to eight feet above street grade, within 25 feet from the intersection of street side lines, unless the Town has adopted a separate line of sight bylaw, in which case that bylaw shall prevail.~~

~~(8) Landscaping.~~

~~(a) To the maximum extent possible, projects shall provide pedestrian-friendly amenities, such as public-gathering/sitting areas, designated on-site sidewalks/pathways, sidewalks along the public road frontage of the parcel, and appropriate internal walkways. Links/Sidewalks designed to connect parking areas with adjacent developments are encouraged to further the goal of providing safe pedestrian access to businesses within Bolton. Site landscaping shall be maximized, per Subsection C of this section, Greenspace regulations. Mature trees, bioswales and infiltration strips should be included to provide shade, reduce heat island effect, and to manage stormwater. Only native species shall be used in landscaping; no invasive species shall be allowed.~~

~~(b) The Planning Board may require that trees removed as part of the development be replaced on-site or off-site. All vegetation included in the site plan shall be maintained and if necessary replaced from time to time to maintain the overall landscape design approved by the Planning Board.~~

~~(c) The Planning Board, from time to time, may adopt additional landscaping guidelines as part of the design review guidelines to advance the goals of this section and to provide more detailed examples for prospective developers.~~

~~(9) Service areas, utilities and equipment. Service and loading areas and mechanical equipment and utilities shall be unobtrusive or sufficiently screened so that they are not visible from streets, adjacent residential zoning districts or primary public open spaces, and shall incorporate effective techniques for noise buffering from adjacent uses.~~

~~(10) Lighting. Building or area lighting for any business, commercial, industrial or other nonresidential private use shall be so arranged as to direct the light away from any street and from any premises residentially used or zoned. The applicant shall coordinate lighting fixture assembly with the surrounding architecture. Such exterior lights shall be mounted and shielded such that light sources and lenses shall not be visible from any residential district. Luminaires shall be cutoff (downlight) type, with the mounting height not to exceed 20 feet. Light overspill shall not create shadowing discernible without instruments on any residentially zoned premises. With the exception of limited security or safety lighting, all lighting shall be shut off during times outside of business operations. This subsection shall not apply to reasonable seasonal holiday lighting displays that shall be in place for 30 days or less.~~

~~(11) Signage restrictions. All proposed signs included in the development shall meet the requirements § 250-18.~~

~~(12) Sustainable building and site design. It is desirable that new buildings constructed in the Town of Bolton comply with the current Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council, to the maximum extent feasible. All site design shall follow, to the maximum extent feasible, the provisions of low impact development (LID) techniques, as described by the Massachusetts Executive Office of Energy and Environmental Affairs, which defines LID as a suite of landscaping and design techniques that attempt to maintain the natural, predeveloped ability of a site to manage rainfall. LID techniques capture water on site, filter it through vegetation, and let it soak into the ground.~~

~~(13) Parking. To the maximum extent feasible, parking areas:~~

~~(a) Shall be located behind or to the side of structures, and shall be strongly discouraged between the structure and the public right-of-way.~~

~~(b) Shall be screened with appropriate landscaping.~~

~~(c) Shall be designed to minimize heat island effects by including appropriate internal landscaping, with a minimum of one tree per 10 parking spaces and associated shrubs and other plantings that shall be incorporated into low impact development stormwater infiltration facilities.~~

~~(14) Bicycle parking. Bicycle parking shall be provided for all new development, shall be at least 50% sheltered from the elements, and shall be located as close as possible to the building entrance(s). Any property may establish a shared bicycle parking facility with any other property owner within 150 feet.~~  
~~(15) Appointment of Design Review Board (DRB).~~

**[Amended 5-7-2012 ATM by Art. 15]**

- ~~(a) The Planning Board may, at its discretion, appoint a Design Review Board to assist in the review of any project being reviewed under this bylaw. Members of the DRB may include: one or more Planning Board member(s); Bolton Energy Committee member(s); Bolton Conservation Commission member(s); professional architect(s); landscape architect(s) or design related professional(s); Historical Commission member(s); business owner(s); and other board or committee member(s). Members shall be residents of the Town of Bolton.~~
- ~~(b) The DRB shall provide advisory professional design review assistance to the Planning Board, Zoning Board of Appeals and Board of Selectmen.~~
- ~~(c) The DRB may also submit a written report to the Planning Board, Zoning Board of Appeals, and Board of Selectmen. The DRB will be appointed at a regularly scheduled meeting where public notice has been provided.~~
- ~~(d) At the direction of the Planning Board, a project applicant may be required to meet with the DRB to discuss resolution of design standards~~