



ACTION PLANNING BOARD
Minutes of Meeting
January, 8, 2019
Acton Town Hall
472 Main Street
Room 204

Planning Board members in attendance: Ray Yacoub, Chair; Derrick Chin; Emilie Ying; and Anping Liu
Also present: Roland Bartl, Planning Director; Vivian Birchall, Administrative Assistant.

Absent: Jon Cappetta

Mr. Yacoub opened the meeting at 7:30pm.

I. Citizens' Concerns

Mr. Yacoub opened the meeting to citizen's concerns. There were none.

II. Minutes

The Board unanimously approved the minutes of the 11/20/2018, as amended, to include the name of the zoning article that was presented by Janet Adachi, during the Special Town Meeting.

III. Public Hearing – 18-05 - 110 Nagog Hill Road Definitive Subdivision

The Planning Board chairperson, Mr. Yacoub opened the public hearing at 7:40pm.

Mr. Seth Donohue, on behalf of the applicant, presented a revised plan for the development and highlighted the adjustments made to incorporate the town departments' comments. He also informed the Board that the applicant was amendable to pay a sidewalk contribution in the amount stated in the Planning memorandum in lieu of constructing a sidewalk on site.

The Board had no additional comments and advised the applicant to work on screening that will meet the satisfaction of the abutter, that is equal or less the value of that proposed in the plan.

The applicant was also asked to provide the legal documents to staff before the subdivision planning endorsement.

Emilie moved that the board to delegate Staff to write and issue the decision on behalf of the board.

The Board unanimously approved the motion.

The public hearing closed at 7:56pm

IV. Reports

Community Preservation Committee (CPC)

Mr. Yacoub reported that the CPC was going through applications and presentations

Open Space Committee

Ms. Ying reported that during the Dec. 7th meeting, it was agreed that OSC would ask Tom Tidman to confirm with the Planning Division, to ensure the decision for the 180 Newtown Rd project included the boundary markers at the rear lot lines of the new subdivision that bound with the open space deeded to the town.

Emilie confirmed with Roland that this was included in the decision.

Kelley's Corner Committee

Mr. Chin reported that the committee met and discussed some traffic lights changes and community outreach strategies proposed by the committee including coffee meetings.

Mr. Bartl explained the background to the decisions for the traffic lights at various intersections. He also informed the Board that the Town Manager's Budget presentation proposes \$525,000 for Kelley's corner from Free Cash and not as a line item in the Town's operating budget.

The Board encouraged the committee to conduct intensive outreach, including recordings on Acton TV that could be shared with the community through social media.

V. Other Business

1. 18-03 - 180 Newtown Road PCRC Decision

The Board discussed its procedure for issuing its decision on 180 Newtown Road as well as various conditions for sidewalk and other contributions contained in the decision.

Mr. Bartl noted the difference between standard subdivision and opportunity for open space preservation in PCRC projects.

After considerable discussion, board members agreed that all contributions, mitigation measures and other special permit conditions should be discussed with project applicants while the public hearing is still in session.

2. Administrative Updates

The Planning Board informed the Board of Selectmen's representative Joan Gardner, about the membership and quorum challenges. The chairperson pointed out that one of the challenges to attract new people to volunteer is that the Board does not have enough responsibilities to make it desirable for people to join to make a significant contribution to the town.

The Board requested the Town to explore changing the charter for the Planning Board from a 7-person membership to a 5-Person membership.

Board members were also encouraged to seek potential members from their professional and social circles.

3. Appeal

Mr. Bartl informed members that an abutter for Newtown Road had served an appeal to the Town and that the Town Counsel will represent the Town in Court.

Copies of the appeal were given to individual board members.

4. January 22, 2019 meeting

The Board unanimously voted to cancel the January 22, 2019 Planning Board meeting. The next meeting will be on February 19, 2019.

Meeting items discussed: 110 Nagog Hill Road Revised Plans, 11-20-18 Planning Division Minutes, Revised Planning Division Memo, Revised Engineering Memo, Agreement of time extension, and Acton Water District comments.

For more information, see <http://doc.acton-ma.gov/dsweb/View/Collection-10453>

The meeting was adjourned at 9:00pm.

Respectfully Submitted,
Vivian Birchall
Land Use Department