



DRB Memorandum

Design Review Board
Meeting Minutes
Meeting of February 21, 2018

DRB Members in attendance: Holly Ben Joseph (HBJ), David Honn (DH), Peter Darlow (PD), Kim Montella (KM), Janet Adachi (JA)(BoS liason); Lorayne Black, (LB) Landscape Architect

- The meeting commenced at 7:35 pm.
- There were no prior meeting minutes to review.
- Review of the landscape plans for Machine Tools, Acton, MA. A multi-phased plan was presented. Refer to the DRB memorandum for comments pertinent to this project. The DRB memorandum should be forwarded to the BoS prior to a Site Plan Special Permit hearing on February 26, 2018.
- The status of the master plan for the Main Street Walker property was discussed. JA stated that she would contact selectman Katie Green (KG) for an update. (Postscript: KG did not have any new information. The master plan committee is planning to hold another public forum in the near future to discuss their progress).
- PD gave an update of the Kelley's Corner infrastructure plan and noted that:
 - The Department of Transportation (DOT) issued their 25% progress drawings
 - Charter Road will be reconfigured to a 90 degree intersection with a traffic light
 - There will be additional traffic lights at both ends of Community Way
 - There will be a public DOT meeting in June 2018
 - Meetings concerning the Kmart owners and the town are continuing concerning a fall town meeting zoning warrant; the anticipated program is mixed commercial and residential uses with a 10% affordable housing component
 - There will be a spring town meeting warrant article requesting additional design fees
 - The DRB will likely be asked to review the proposed Kelley Corner design guidelines

- Kelley's Corner documents should be available on the town's Docushare site
- The three duplex project located at 282 Main Street was discussed. This was an "as-of-right" project under the zoning code and was not reviewed by the DRB. The consensus was that this project is not reflective of the design standards and quality appropriate to Acton. Members questioned whether or not the 36- foot height limit required by the zoning code has been violated. It was agreed to review the DRB's committee charge at the next DRB meeting to see if there is a method or procedure whereby "as-of-right" projects could be reviewed by the DRB.
- Other business:
None
- The meeting was adjourned at 9:00 pm.

Respectfully submitted,

David Honn

DRB Member