



## DESIGN REVIEW BOARD

Meeting Minutes  
July 29, 2021  
Town Hall Room 204  
7:00 PM

**Present:** Peter Darlow (PD), (Chair), David Honn (DH), Richard Keleher, (RK) Tom Doolittle (TD); Dean Charter )DC), (Select Board Representative)

**Absent:** Holly Ben Joseph

**Proponents in Attendance:** Paul Kirchner, Stamski and McNary; Mark Gallagher, Seal Harbor, LLC

### 1. Opening

Chair, Peter Darlow, opened the meeting at 7:00 pm.

### 2. Regular Business

A. Citizens' concerns – none

B. Approval of Meeting Minutes – It was moved and seconded to approve the amended May 4, 2021 minutes. They were approved unanimously as amended. The meeting minutes of June 23, 2021 are still outstanding.

### 3. Special Business

A. Definitive Subdivision Plan for Hawk's Crest Reserve at 74 Main Street and 5 Fletcher Court Paul Kirchner presented plans for two, adjacent five-unit Residential Compounds in South Acton. Refer to the DRB Design Review Memorandum dated June 29, 2021 (attached) for comments.

B. PCRC Memorandum

The DRB reviewed the PCRC memorandum (attached) regarding suggested changes to the current PCRC bylaw. DRB members were in agreement with the contents of the memorandum. DC noted that the Select Board will be discussing their annual goal setting on Monday, August 2, 2021. Any revisions to the memorandum should be done immediately and the memorandum should be sent to the Select Board for their consideration. The PD agreed to do so.



C. Zoning Bylaw Lot Width and Lot Area Memorandum

The DRB reviewed the Lot Width and Lot Area memorandum (attached) regarding suggested changes to the current Lot Width and Lot Area bylaw. DRB members were in agreement with the contents of the memorandum. DC noted that the extremely narrow slices of property boundaries created present a public safety hazard and uncertain ownership issues in regard to trees and their potential to topple onto adjacent properties. DC noted that the Select Board will be discussing their annual goal setting on Monday, August 2, 2021. Any revisions to the memorandum should be done immediately and the memorandum should be sent to the Select Board for their consideration. The DH agreed to do so.

**4. Adjournment**

At 9:00 p.m., it was moved and seconded to adjourn the meeting.  
The motion was approved unanimously.

**Documents and Exhibits Used During this Meeting**

- Meeting Minutes from May 4, 2021
- Documents Reviewed: A colored rendering of the proposed site development and the set drawings prepared by Stamski and McNary titled: Definitive Subdivision Plan for Hawk's Crest Reserve at 74 Main Street and 5 Fletcher Court, Acton MA, June 28, 2021.
- Page titles:
- Sheet 1 Title Sheet
- Sheet 2 Record Plan
- Sheet 3 Existing Conditions Plan
- Sheet 4 Site Development
- Sheet 5 -6 Plan and Profile
- Sheet 7 Construction Details
- Sheet 8 Erosion and Sedimentation Control Plan
- DRB Zoning Bylaw Lot Width and Lot Area Draft Memorandum
- DRB Zoning Bylaw Planned Conservation Residential Community (PCRC) Draft Memorandum