



## Planning Board

December 21st, 2021  
7:30 PM  
Virtual (Zoom)

Planning Board members present: Ray Yacouby (Chair), Sam Bajwa (Vice Chair), Jon Cappetta, Derrick Chin, Nathan Cookson, Michaela Moran

Also present: Kaila Sauer, Assistant Planner, Alicia Burak Administrative Assistant

Ray Yacouby read the guidelines for virtual meeting.

Ray Yacouby called the meeting to order at 7:31PM.

Jon Cappetta called the roll: Ray Yacouby -Aye, Jon Cappetta-Aye, Derrick Chin-Aye, Nathan Cookson-Aye, Sam Bajwa-Aye, Michaela Moran- Aye

### **I. Regular Business**

1. Residents' Comments: None

### **II. New/Special Business**

#### **1. Public Hearing PB21-11 242 Parker St, Special Permit**

Ray Yacouby opened the hearing at 7:34PM.

Brigitte Steines, representing the owners, gave an overview of the proposed project. A barn that is currently being used as storage would be converted into a first floor accessory dwelling with an unfished attic for storage. The barn is currently updated on one side for structural and safety reasons. No changes to character of the barn or the foot print of the barn. The two front barn doors will be preserved not used as an entry/exit. Two egress windows to be added in the bedroom as well as a side main entrance. Brigitte addressed the comments of the Planning department memo.

Board Comments- Jon Cappetta questioned the egress windows and asked if they are addressing the issue of not having the barn doors being an accessible exit. Brigitte

confirmed and stated the bedroom needs to have direct access to the outside. The two front barn doors don't count as two doors by fire code.

Ray Yacoub asked if the egress windows have any implications for the ADA compliance. Kaila Sauer, Assistant Planner stated the egress windows do not have any implications with the ADA compliance, but compliance with that section can be added as a condition.

Brigitte noted the support letter from a neighbor that was uploaded.

Residents' Comments- None

Nathan Cookson motioned at 7:45PM to approve with a condition that the applicant submit the plan for the egress windows to the Planning Division. Jon Cappetta seconded the motion.

Roll Call Vote: Ray Yacoub- Aye, Jon Cappetta-Aye, Derek Chin- Aye, Sam Bajwa-Aye, Nathan Cookson-Aye

## **2. Public Hearing PB21-12 33 Nagog Park, Sign Special Permit**

Ray Yacoub opened the public hearing at 7:46PM

Patti Rosetti of Metro Sign gave an overview of the proposed sign. She described the sign as a post and panel sign for more visibility from the street for clients and delivery.

Kaila Sauer, Assistant Planner shared an overview of the sign and stated that the applicant is requesting two special permits which consists of one additional sign than allowed and a reduction of the required landscaped area for the sign. She stated a couple revisions were needed including the location of the sign, which has been updated, and the original size of the landscaped area wasn't clear. Based on the size of the sign, 100 square feet of landscaping would be needed but the applicant is proposing 35 square feet. All other by-law requirements have been met.

Board Comments:

Nathan Cookson asked why an additional sign is needed. Patti Rosetti stated that the existing sign that is approximately1 or two feet off of the property, so the proposed second sign would be the only free-standing sign on the property. Kaila Sauer explained that the location of the existing sign was not confirmed by the applicant, but the intent of the existing sign was to be on 33 Nagog Park, and it shall be treated as such for this application. Nathan questioned the landscaped area on the diagram and why the landscaped area wasn't extended into the mulch area.

Derek Chin asked if the landscaped area can be seen from the street. Kaila stated no, but can be seen by someone driving through the parking lot.

Sam agreed with Nathan and questioned why the landscaped area can't be extended into the mulch area.

Residents' Comments- None

Jon Cappetta motioned at 8:05PM to approve PB21-12, the sign special permit for 33 Nagog Park. Derrick Chin seconded the motion. Roll Call Vote- Ray Yacoub- Aye, Jon Cappetta-Aye, Derrick Chin-Aye, Sam Bajwa-Aye, Nathan Cookson- No

### **3. Appoint Liaison for Open Space and Recreation Plan Update**

Michaela Moran has been appointed Liaison for Open Space and Recreation Plan.

#### **Continued Regular Business:**

2. Approve Previous Minutes: Nathan Cookson motioned at 8:09PM to approve the amended meeting minutes. Jon Cappetta seconded the motion. Roll Call Vote: Ray Yacoub- Aye, Jon Cappetta-Aye, Sam Bajwa-Aye, Derrick Chin-Aye, Nathan Cookson- Aye, Michaela Moran-Aye.
3. Board Member Reports: Ray Yacoub reported all the applications for the CPC were in.
4. Administrative Updates: None

Derrick Chin motioned to adjourn the meeting at 8:16PM. Nathan Cookson seconded the motion. Roll Call Vote: Ray Yacoub- Aye, Jon Cappetta-Aye, Sam Bajwa-Aye, Derrick Chin-Aye, Nathan Cookson-Aye Michaela Moran- Aye.

#### **Documents Used at this meeting:**

**12.21.21 Agenda**

**PB- How to Participate Remotely**

**Draft 11-16-21 Planning Board Minutes**

**Letter Requesting Liaison for OSRP**

**Parker Street Application Materials as follows:**

**242 Parker St- ADA requirements**

**242 Parker St 300FT**

**Application**

**Legal Ad**

**Legal Notice**

**Terra Email 11-9-21**

**242 Parker St-Engineering Comments 11-09-21**

**Building Dept Comments 11.16**

**Fire Dept Comments 11.16**

**Health Dept Comments 11.15**

**242 Parker St Accessory dwelling comments 12-20-2021**

**PB21-11 242 Parker Street Planning Div Review Memo**

**Nagog Park Application Materials as follows:**

**33 Nagog Park 300FT**

**Accountable Mail**

**Existing Directory Sign**

**Landscape Plan**

**Minuteman Press of Lowell 33 Nagog Park Drive ext sign**

**Minuteman Press Sign Permit Worker**

**MMP LOA Signed by owner**

**MMP Plot Plan Metro**

**Special Sign Permit**

**AWD Comments 11.15**

**Building Comments 11.15**

**Fire Dept Comments 11.16**

**Health Dept Comments 11.15**

**Planning Div Review Memo**

**Updated Plans 12/1/21:**

**Minuteman Press of Lowell 33 Nagog Park Acton Ext Sign**

**Revised Location Plan**

**Updated Landscaping Plan**

