



DESIGN REVIEW BOARD

Meeting Minutes
October 20, 2022
7:00 PM
Room 09, Town Hall

Present: Peter Darlow, (Chair), David Honn, Richard Keleher, Holly Ben-Joseph, Tom Doolittle, Dean Charter (BOS Liaison), John Cappetta (Planning Board Liaison)

Public Attending: None

1. Opening

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

2. Regular Business

A. Citizens' Concerns: None

B. Approval of Meeting Minutes:

- a. Minutes for the meeting of May 3, 2022 were reviewed and unanimously approved as amended by roll call. Peter Darlow to send to town for posting.

3. New/Special Business

A. Conversation on enhancing requirements of visual submittals for seeking special permits and variances and codifying of same: David Honn initiated the discussion stating that the current zoning bylaws do not define the standard of submissions required, and that the language that is provided is vague. This is not up to the current standard of practice in other towns and does not maximize use of the tools that are now available in the design professions, such as 3D representations of proposals. After discussion, the DRB agreed that it should reach out to the ZBA and offer to assist in drafting a set of requirements and a warrant article for town meeting to approve the changes. The intent is to assist in helping improve the appeals process and to provide greater context for decisions made by the ZBA. This is not to be a formal request of the ZBA but just an offer to help.

A motion was made to support DH's proposal to enhance the application requirements of the ZBA to better describe projects under review. The motion passed unanimously. Peter Darlow will reach out to the ZBA chair to request a presentation on this topic; DH will attend the meeting if invited.



- B. Conversation on advocating for study using ARPA funds to assess potential to install solar canopies across existing parking lots in town: Richard Keleher proposed that the town should consider using some of its ARPA funds to install solar panels as parking lot canopies in town in the interest of sustainability and reducing carbon footprint. The town has previously allocated its full ARPA funding to other projects, so no funds are available at the present time. A private company has proposed installing such a canopy at the public safety building; the details are not fully known, but could provide a model for other installations in town, such as at the train station, schools, and NARA Park. The discussion centered on whether public funding should be used for private projects.
- C. Follow-up conversation on study to develop a tree preservation ordinance: This subject continues prior discussions of the DRB on the creation of an ordinance to preserve trees on existing residential lots. RK stated that the ordinance should address the trees within the front, side and rear lots of all parcels. One of the issues to be defined is the penalty for removals and acceptable standards for provision of replacement trees (quantity, size, species, etc.). RK indicated that he would draft an initial memo on these subjects. Dean Charter noted that the nearby towns, such as Wellesley and Concord, should be used as models for developing the memo, and that the state's solar access code will need to be considered.
- D. Discuss the Green Acton position on establishing a land clearing ordinance: Green Acton is hoping that DRB will develop a proposal for a land clearing ordinance, such as those in force from the Cape Cod Commission and the town of Ashland, and will look to support its advancement. The issue is not currently on the Select Board's priorities; it will likely be considered for the 2024 Town Meeting. DRB will review the two documents referenced above and determine a path forward at the next meeting. It was noted that the Planning Board is supportive of a tree protection ordinance.

4. Adjournment

- A. At 8:50 p.m. it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Respectfully Submitted,

The DRB