



## DESIGN REVIEW BOARD

Meeting Minutes

May 2, 2024

7:00 PM

Acton Town Hall

**Present:** Peter Darlow (Chair), David Honn, Richard Keleher, Holly Ben-Joseph, Thomas Doolittle

Proponent in attendance: Robert Melrin, Stamsky & McNary

Documents reviewed for 738 Main Street, Acton Proposed Subdivision:

Existing Conditions Plan dated April 16, 2024

Site Development Plan dated April 16, 2024

### 1. Opening

Chair, Peter Darlow opened the meeting at 7:05 p.m.

### 2. Regular Business

#### A. Meeting Minutes:

The minutes of December 21, 2024 were reviewed. They were unanimously approved as amended. Peter Darlow will submit them to the Town.

#### B. Citizen's Concerns: None

### 3. Special Business

#### A. Review of 738 Main Street, Proposed Subdivision

A new subdivision is proposed with 4 homes on a lot that currently has one home on a steeply sloped site. Please refer to the DRB Memo titled: Review Memorandum: Fieldstone Way Definitive Subdivision Plan, May 2, 2024.

### 5. Adjournment

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,  
The DRB



## **TOWN OF ACTON DESIGN REVIEW BOARD**

Review Memorandum: Fieldstone Way Definitive Subdivision Plan  
May 2, 2024

Present: Peter Darlow, (Chair), David Honn, Richard Keleher, Holly Ben-Joseph, Tom Doolittle

Proponent Attending: Robert Melrin, Stamsky & McNary

### Documents Reviewed:

- Application for Approval of a Definitive Plan for Fieldstone Way, 738 Main Street, Acton – 4/16/2024
- Definitive Subdivision Plan for Fieldstone Way, A Residential Compound at 738 Main Street, Acton, Massachusetts
  - Title Sheet
  - Site Development Plan
  - Existing Conditions Plan
  - Grading Plan
  - Storm Sewer Plan and Profiles
  - Construction Details
  - Construction Details
  - Erosion and Sedimentation Control Plan
- Proof Plan, Acton, Massachusetts, For: 738 Main Street, LLC

The proposed subdivision is to be developed on an existing single-family house lot located near the intersection of Main Street and Wyndcliff Drive. The lot is approximately 2.7 acres in size and has an existing house with detached garage built in the southwest corner, with a driveway that runs along the west and north edges of the lot to Main Street and a second connection onto Wyndcliff Drive. The lot is mostly forested with a small cleared area at the existing house and in the northeast corner abutting Main Street. There is a significant change in grade across the lot with the high point in the southwest corner at approximately 260 feet and the low point in the northeast corner at approximately 195 feet. The soils on the site are generally poor, and the groundwater level at the top of the site is high.

The proposed subdivision would create four building lots of sizes from 0.49 to 0.79 acres. The lots would be built along a road with a 25' right of way (16' wide paved surface). Due to the steepness of the site, the driveway would have a slope of 10% for most of its length. To help manage grades and create level areas for the houses the site plan uses a number of retaining walls. The development of the site would require removal of nearly all of the existing trees; only some areas on the outer perimeter would retain the existing tree cover. The project calls for importing fill to create the house pads; to improve the grade relationship between the site and the houses, the garages are below finish

floor elevation and in some instances slightly below basement floor elevation. Finished floor elevations are roughly 5-7 feet above the existing grades at most of the house sites. This also helps address the high groundwater elevations. Septic systems for the houses are located beneath the driveways. Stormwater is captured in two underground chamber systems, one in the northwest corner which will collect water from the existing house's driveway, and one at the northeast corner which will collect from the road. The proponent states that there is no intended increase in stormwater runoff to adjacent properties as a result of the development of the subdivision.

Following are comments/recommendations made by the DRB:

- DRB members recommended the use of a common drive approach, which would minimize the paved area of the access road, reducing disturbance of the site and stormwater runoff.
- DRB members felt that a careful analysis of the stormwater system needed to be conducted to ensure that the proposed underground chamber systems are adequate to accommodate all stormwater captured by the system and that runoff to adjacent parcels is not increased.
- Given the extent of existing vegetation being removed from the site, DRB members felt that a planting plan was necessary to demonstrate the intended restoration of the vegetated cover and to reduce visual impacts for Main Street and adjacent parcels.

Respectfully submitted,

The DRB