



## TOWN OF ACTON DESIGN REVIEW BOARD

Review Memorandum:  
Updated Subdivision Rules and Regulations  
November 06, 2025

DRB Members in attendance: Peter Darlow, (Chair), Holly Ben-Joseph, Tom Doolittle, David Honn, Richard Keleher, Michaela Moran – Planning Board Liaison, and Dean Charter – Select Board Liaison

Documents reviewed:

- Subdivision Rules and Regulations – October 21, 2025 Draft
- Subdivision Rules and Regulations Amendments Special Hearing – comments for consideration, Ron Beck; dated October 21, 2025

Acton's Subdivision Rules and Regulations are proposed to be amended as a final step complementing Town Meeting's approval of a zoning amendment that made cluster development the default subdivision in Acton. In advance of the Planning Board's public meeting on November 18 where the proposed updates will be presented and public input and reactions gathered, the DRB met to review the proposed draft regulation updates.

The DRB offer the following comments and recommendations concerning the draft Subdivision Rules and Regulations:

- 11.1.4 - The 10% limit on using a portion of the resource land for a leaching field, if necessary, should be clarified to include all disturbance associated with installing any part of the leaching field within the resource land. If the leaching field must be located in a portion of the resource land that is not proximate to the cluster development, all land disturbed to develop it— including pathways for construction and trenches for piping,— shall be counted as part of the 10% limit.
- 11.1.4 - We believe the appropriate term related to the perc rate of 0.4 is **acceptance rate**, not **application rate** as presently written.
- 11.2.1 – In a development scenario where two or more contiguous parcels are joined to establish a developable tract of land, it is possible the SUASCO ranking of the joined parcels are different. The higher ranked portion of the tract should be prioritized for inclusion within the resource land.
- 11.2.2 – Language should be added to provide the Town with an option to inspect the resource land towards the completion of the development of a subdivision. This inspection would verify that the resource land has been appropriately maintained and any work within the resource land has been limited to the allowed exception of use for a portion of the leaching field permitted under these rules and regulations.

- 11.4.1.1 – The seeding and erosion control of leaching areas within a resource land shall be required, if seasonally appropriate, to be completed as a condition of issuance of an occupancy permit for the initial home(s) developed within the cluster development. The meadow should be maintained for a minimum of one year after the initial occupancy permit is issued upon which the HOA should file a report with the town affirming the condition of the meadow is healthy and acceptably established.

Respectfully submitted,  
Peter Darlow for the DRB