



**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF July 16, 2014 MEETING**

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7:30 p.m.  
Room 126, Town Hall

**Present:** Holly Ben-Joseph (Chair), Peter Darlow, David Honn, Janet Adachi (BOS Liaison)

The meeting was called to order at 7:35 pm.

**Board Membership:** Presently there are 3 full members; Holly Ben-Joseph, Peter Darlow and David Honn, 1 associate member, Kim Montella, and the BOS liaison, Janet Adachi. No planning board member is currently assigned to the DRB. Five full time members are desired. Holly has contacted the VCC concerning a need to advertise for additional board members. Janet will look into whether Kim can be immediately appointed as a full member. Holly will check with Roland Bartl concerning the assignment of a planning board member as an associate member.

Holly will also check with Roland on whether it remains necessary to assign two planning board associate members. The DRB members believe a single consistent associate member can be more effective.

**Discussion on DRB charge:** The revised language of the charter has been agreed upon. Once Holly confirms the approach to the assigned planning board member(s) with Roland the draft will be forwarded to the BOS and Planning Board for review and discussion.

**267 Great Road proposed office building review:** Site plan documents, landscape and civil engineering documents and building floor plans and exterior elevation drawings for a proposed small office building to be developed on the parcel of land at the above noted address were reviewed. The project proponents were not in attendance.

The board generally reviewed the proposed placement of the building and parking on the site, the proposed landscape treatments, the proposed drainage, and the proposed building exterior and massing in relation to the site, to Great Road, and to the existing wood frame structure on the site. Please refer to the DRB review memo concerning this property on the town's DRB site.

The meeting adjourned at 8:35 pm.

**Next Committee Meeting:** Wednesday, August 6, 2014 (review of the proposed bus storage on a parcel off Knox Road is expected to take place).  
Acton Town Hall, Room 126, 7:30 p.m.

Respectfully Submitted by: Peter Darlow