



**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF JANUARY 20, 2016 MEETING**

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

**Present:** Holly Ben-Joseph (Chair), Peter Darlow, Kim Montella, David Honn

The meeting was called to order at 7:30 pm.

Meeting minutes from January 6, 2016 were reviewed and approved as written.

Action Item: Kim Montella will submit the minutes to the Town.

Peter Darlow updated the Board on the Kelley's Corner Master Plan and how they plan to gain support for the proposed zoning changes and the Master Plan.

The highlights of the next steps are:

- The Special Permit Study Committee is charged with recommending which Board should hear Special Permit Applications, starting with projects in Kelley's Corner.
- The Master Plan is almost formalized – there will be a public presentation of the Plan at a meeting on February 4.
- The Planning Board will need to sign off on the Master Plan and proposed zoning changes.
- The Master Plan and zoning changes then need to be approved at Town Meeting.

The highlights of the plan are:

- There are two portions of the master plan – traffic control & street edges and special permits to incentivized developers and land owners in Kelley's corner to follow the new guidelines. Some of the 'carrots' are allowing mixed use with a higher residential density with commercial on the bottom floors.
- Other recommendations are to push buildings closer to the street - a 30' setback rather than the current 45'.
- Buildings at the street edges can be up to 3 1/2 stories tall, interior buildings up to 4 stories.
- The site plans should maximize buildings along the street edges
- Buildings at streets to have a minimum of 40% glass at the storefronts.

At Town Meeting:

There will be two separate warrant articles 1) on street infrastructure; 2) on zoning changes.

