



**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF OCTOBER 18, 2017 MEETING**

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

**Present:** Peter Darlow, (Vice Chair), David Honn, Kim Montella, Emilie Ying, (Planning Board Liaison, Janet Adachi, (BoS Liaison). **Not present:** Holly Ben Joseph.

The meeting was called to order at 7:35 pm

**Meeting Minutes**

Minutes for the September 20, 2017 DRB meeting were reviewed and accepted as amended.

Action Item: Minor amendments will be incorporated and minutes will be submitted for posting.

**Statewide Rezoning Proposal – Smart Growth Bill**

The MA state senate and house are looking at omnibus legislation concerning a number of disparate zoning and planning topics in an effort to offer some standardization of zoning rules for municipalities throughout the state. Terra Friedrichs presented materials on the many topics under consideration with a focus on how some of the proposed language may impact Acton's, (or other city or town), existing zoning should the legislation make it through both houses for a vote of approval. DRB members expressed concern on the potential limitation on local governance flexibility with respect to planning and zoning matters. Given the DRB is not specifically charged with zoning and planning responsibility the Board felt that the matter may be better addressed with the administrators of the Planning Department and with the Planning Board. Terra offered to look into whether other communities to date have proactively responded to the proposed omnibus legislation and will report back.

**Tree Preservation By-Law**

Terra Friedrichs presented materials from the Town of Concord as a successful example where a tree preservation bylaw was recently studied, debated, and is now enacted. Terra has discussed the idea with several in town and believes there is a citizen's desire to enact a similar by-law for Acton whereby trees on private property within building setbacks cannot be indiscriminately cut and removed without some level of town review and control. DRB committee members discussed the merits of such a proposal and generally concur that such a bylaw appears desirable. Given the town's Fall meeting agenda is quite full, Janet Adachi recommended that Terra bring a citizen's proposal to the BOS after the December town meeting for consideration with respect to pursuing a study of a tree preservation by-law.

**Acton Historical Society Landscape Study Proposal**

The Historical Society has requested landscape planning design services from Dale Design of Winchester. Per the recommendation of the DRB at a prior meeting, the Historical Society is pursuing professional guidance to assist with the long term planning of the Hosmer House property and grounds given the context of eventually needing to coordinate with the abutting roadway and sidewalk improvements that are a part of the Kelley's Corner initiative. The Society intends to apply for CPA funds to cover the design fees. DRB Board members reviewed the design proposal and felt in general the

proposal covered the desired scope with the proviso that the proposal as written be amended to incorporate coordination meetings directly with design team for the Kelley's Corner roadway improvements.

Action Item: David will contact Dale Design and review the DRB recommended adjustment to the proposal letter.

#### **117 Great Road – Proposed Addition to the Station Master House**

Leo Bertolami presented preliminary plans and building elevations of a vehicle storage building that he would like to construct to the rear of the Station Master House. Board members had several questions on how the addition will be viewed from Great Road, whether the addition will overwhelm the existing house due to its proposed height, as well as how successfully the addition will relate in scale and architectural detail to the existing station master house. Leo was asked to review these points with his architect and report back to the board with information to clarify and respond to concerns raised. Details of the DRB review of the proposal will be available in a review memo to be distributed.

Action Item: Kim will prepare a review memo concerning the addition in advance of the BOS meeting of October 30, when Leo's request of a site plan amendment is scheduled to be reviewed by the BOS.

#### **Town of Acton Sustainability Policy**

A draft of a proposed Sustainability Policy to be adopted by the town has been circulated by Katie Green for review and comment. The DRB members reviewed the draft of the policy. Board members generally are in agreement with the aspirational points of the policy. However, it is felt that the policy is lacking in specificity as to how the intent of the policy will be implemented. It was agreed to send a summary of these thoughts to Katie prior to October 20 ahead of the discussion of the draft at the upcoming BOS meeting on October 30.

Action Item: Peter to draft an email to Katie Green.

The meeting adjourned at 9:55 pm.

**Next Scheduled Committee Meeting:**      Wednesday, November 01, 2017  
Acton Town Hall, Room 126, 7:30 p.m.

Respectfully Submitted by: Peter Darlow