



**ACTON PLANNING BOARD**  
**Minutes of Meeting**  
**7/30/2019**  
**7:30PM**  
**Acton Town Hall**  
**472 Main Street**  
**Room 9**

**Planning Board members present:** Ray Yacouby, Anping Liu, Derrick Chin, Sam Bajwa, Jon Cappetta, and Emilie Ying

**Also present:** Roland Bartl, Planning Director; Vivian Birchall, Administrative Assistant; Tiffany Menard, Planning Intern

**1. Opening**

Chair, Ray Yacouby opened the meeting at 7:30 pm.

**2. Consent Items**

**Approve previous meeting minutes**

After review of the 07/02/2019 minutes, Mr. Chin moved, and Mr. Yacouby seconded and the board unanimously (6-0) approved the minutes with one spelling amendment.

**3. Regular Business**

**3.1 7:35 PM - Public Hearing 19-02 – 484-486 Great Road Planned Conservation Residential Community (PCRC) Special Permit.**

Mr. Kyle Burchard of Goldsmith Prest Ringwall & Ringwall, Inc., the applicant's engineer, presented a summary of the proposed project, including what they have done to incorporate staff comments.

After the presentation, the board, staff and public discussed the project. They raised concerns over the maintenance of the common land, deed restrictions, square footage and setback measurements, attic heights, project inspection by the Town, school bus pick up and drop off area, and the sidewalk contribution vs. building a sidewalk along Great Road off Betty lane to the north.

The board discussed that there needs to be clarification on maintenance of common land and the matter should be resolved as the conservation commission sees appropriate.

After discussion, the board voted unanimously (6-0) to close the public hearing at 8:45pm.

Deliberations:

After further discussion, Ms. Ying moved, Mr. Cappetta seconded and the Board unanimously voted (6-0) to approve the project with conditions including

- Build a sidewalk at the frontage of the property
- In lieu of constructing sidewalk on Betty lane, the Planning Director was delegated to make a final decision on the best way forward regarding the sidewalk after the developer's evaluation of the feasibility and cost per linear foot for extending the sidewalk north off Betty Lane
- Signage for access to the conservation land and public trails
- Construct a 3 space parking lot off of the proposed Betty Lane and all documents should be consistent with the number of spaces.
- Attic and square footage measurements be built as shown in the design presented to the board
- Resolve inconsistencies in maintenance of conservation restrictions.

The Board voted unanimously (6-0) to appoint Ms. Ying as liaison between the Board and Planning Division staff to work with staff to write the decision to help ensure that it integrates the board's comments.

### 3.2. Appoint Board member to Housing Production Plan Oversight Committee

Ms. Ying moved, Mr. Cappetta seconded and the board voted 5-0-1 (Mr. Yacouby abstained) to appoint Mr. Ray Yacouby to represent the Board at the Housing Production Plan Oversight Committee. The motion carries.

### 3.3 90 Willow Street; Preliminary Discussion re: Special Permit to reconstruct a nonconforming two-family/multifamily use (Zoning Bylaw section 8.7)

Mr. Bajwa recused himself and left the room due to his conflict of interest in the project.

The Planning Director, Mr. Bartl explained the zoning requirements for the proposed project and the history of the Section 8.7 zoning provision.

The prospective developer representing the 90 Willow Street property owner made a summarized preliminary presentation of the proposed project and sought non-binding guidance from the board on general layout and design.

The Board advised that if the property owner chose to apply for the special permit, the project should not be more non-conforming than it already is. In addition the Board indicated its preference for two 2-family dwellings (replacing the existing configuration) rather than four single-family dwellings.

After the discussion was completed, Mr. Bajwa re-entered the room.

### 3.4 OML issue regarding board member emails

The Board discussed email communication in compliance to OML.

The Board delegated Mr. Bartl to inquire about available options for OML training and get back to the board with options.

### 3.5 Election of Officers

Mr. Yacouby moved to appoint Mr. Chin as Chair, Ms. Ying seconded. The Board Voted 5-0-1. (Mr. Chin abstained). The motion carries.

Mr. Liu moved to appoint Ms. Ying as Vice Chair, Mr. Cappetta seconded. The Board Voted 5-0-1. (Ms. Ying abstained). The motion carries.

Ms. Ying moved to appoint Mr. Cappetta as Clerk, Mr. Chin seconded. The Board Voted 5-0-1. (Mr. Cappetta abstained). The motion carries.

## 4. Adjournment

At 10:07pm, Ms. Ying moved and Mr. Cappetta seconded to adjourn the meeting. The motion was approved unanimously (6-0). The meeting adjourned.

### Documents used

07-30-2019 - Meeting Information

Item #	Title	View	Revised Date	Size	Actions
1	07-26-19 Planning Board Agenda Revised.pdf	planning	8/20/19	212 KB	📄 ☆ ⋮
2	DRAFT 07-22-19 Planning Board Minutes.pdf	planning	8/24/19	52 KB	📄 ☆ ⋮
3	19-02 484-486 Great Road PCRC	planning	8/26/19	0	📄 ☆ ⋮

File	Type	Name	Modified Date	Size	Actions
	Folder	Application	05/22/19	4	View ☆ ...
	Folder	Public Comments	05/22/19	5	View ☆ ...
	Folder	Staff Comments	05/22/19	1	View ☆ ...
	PDF	Signed Construction Form - 484-486 Great Road.pdf	03/05/19	51 KB	View ☆ ...

Application

File	Type	Name	Modified Date	Size	Actions
	PDF	2019-018-50-SET_11x17_mod/markus request 20190602 (correct architectural drawings).pdf	07/29/19	27 KB	View ☆ ...
	PDF	Betty Estates PCRC Application Package (20190521).pdf	09/19/19	7 MB	View ☆ ...
	PDF	Betty Estates PCRC(ne) Plan Set (20190621).pdf	05/22/19	22 MB	View ☆ ...
	PDF	Betty Estates SWM Report(20190416).pdf	05/22/19	4 MB	View ☆ ...

Staff Comments

File	Type	Name	Modified Date	Size	Actions
	PDF	484-486 Great Rd Memo Planning.pdf	07/29/19	214 KB	View ☆ ...
	PDF	Additional Health Comments.pdf	07/29/19	40 KB	View ☆ ...
	PDF	AWD Comments.pdf	06/28/19	10 KB	View ☆ ...
	PDF	Engineering Comments 6.28.2019.pdf	06/28/19	104 KB	View ☆ ...
	PDF	Fire Comments 7-26-19.pdf	07/28/19	85 KB	View ☆ ...
	PDF	Fire Comments.pdf	07/29/19	47 KB	View ☆ ...
	PDF	Health Comments	06/12/19	81 KB	View ☆ ...

For the review of the materials used during the meeting, please visit: <http://doc.acton-ma.gov/dsweb/View/Collection-11225>

Respectfully Submitted,  
 Vivian Birchall  
 Land Use Department