



## ACTON PLANNING BOARD

Minutes of Meeting  
February 3, 2015  
Acton Town Hall  
Room 204

Planning Board members attending: Mr. Jeff Clymer (Chair), Mr. Ray Yacouby, Mr. Rob Bukowski, Mr. Michael Dube and Mr. Derrick Chin.

Also present: Roland Bartl, Planning Director and Kim Gorman, Planning Board Secretary

Mr. Bukowski (Vice) called the meeting to order at 7: 39 PM.

### I. Citizens' Concerns

None

### IIA. Consent Agenda – Draft Minutes of 12/16/14

The minutes of the December 16, 2014 meeting were approved as presented.

### III. Reports

**EDC** – The Committee is still working on their charter and modifying their goals.

**Board of Water Commissioners** – The Committee plans to meet with Matt Mostoller to review the GWD bylaws in early spring. The AWD expressed appreciation to the Board and staff for the zoning change at the Special Town Meeting.

**KC Steering Committee** – The Committee had their Neighborhood Meeting to discuss the status of the Kelley's Corner Improvement Initiative with the consultants (The Cecil Group).

The Chair arrived and resumed from Mr. Bukowski.

**DRB** - The Committee is meeting on 2/18/15 to review and discuss final draft of Design Review Board Charge and revisit donation bins.

### IV. – Public Hearing – Brookside Shops – zoning change for ATM

Mr. Clymer opened the public hearing at 7:45pm and explained the zoning change to amend the zoning bylaw map by changing the zoning district designation for the town atlas from Residence 8 (R-8) to Limited Business (LB). Mr. Graham Knowland, an abutter; Cate Lynch, representative from the property management, Urban Retail Properties and Larry Kenah of the Economic Development Committee were present.

Mr. Knowland explained he originally objected to the article and requested the Board not bring the article to the Special Town Meeting. He explained his concerns; upset with the Town and the Property Management of Brookside Shops for not complying with the existing site plan requirements.

Mr. Chin volunteered to work with the abutter, the Zoning Enforcement Officer and the Property Management.

Mr. Knowland appreciated the steps that have been taken but is looking for the approved site plan, more tree plantings and trash haulers to comply.

Ms. Lynch expressed the property management concerns and explained they are trying to overcome the issues and taking it very seriously.

Ms. Lynch distributed pictures of new evergreen tree plantings installed in December 2014. She is working with the trash haulers not to arrive prior to 7am. She stated they are installing a surveillance system to observe activity of the property waste disposal service and post signs. A new galvanized steel bollard and wooden gate arms will be installed in the rear of the plaza to keep the gate closed. Ms. Lynch also stated she believes she has

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Approved:

a copy of the approved site plan documents, which she will email to Mr. Knowland. Ms. Lynch is willing to place a bond for good faith.

Mr. Kenah stated the Economic Development Committee has been receiving feedback from Mr. Chin and strongly recommend the article.

Board members reviewed the documents and photos and agree to recommend article but not until there is some sort of document for procedure and understanding.

Ms. Lynch will follow up with a letter of intent regarding the issues and conditions for the site to come into compliance with what is written in the special permit per Board of Selectmen.

The Board voted unanimously to keep the public meeting open and continue to February 17, 2015 at 8:15pm. .

#### **V. - Recommend Street Acceptance – Ellsworth Village**

Mr. Bartl explained the street acceptance to vote a recommendation on the proposed street acceptance for the end of Brabrook Road. It is a small addition to the layout at the end of the road for public snow plow turn around. The Board reviewed the documents for recommend street acceptance of Brabrook Road.

Mr. Yacouby motioned to recommend street acceptance of Brabrook Road to the Board of Selectmen, Mr. Dube 2<sup>nd</sup>, all in favor.

#### **VI. Other Business**

None

The meeting was adjourned at about 9:05 PM.

Respectfully Submitted,  
Kim Gorman  
Planning Board Secretary