



**ACTION ZONING BOARD OF APPEALS**  
**Minutes of Meeting**  
**3/10/2020**  
**7:00PM**  
**Action Town Hall**  
**472 Main Street**  
**Room 204**

Board of Appeals members in attendance: Ken Kozik, Adam Hoffman, R. Scott Robb  
Also present: Roland Bartl, Planning Director; Vivian Birchall, Administrative Assistant

**1. Opening**

Chair, Ken Kozik opened the meeting at 7:00 p.m.

**2. Regular Business**

**2.1 Approve previous meeting minutes**

After review of the 02/04/2020 minutes, Mr. Hoffman moved, and Mr. Robb seconded. The Board unanimously (3-0) approved the minutes.

**3 New/Special Business**

**ZBA 20-1 97 Parker Street - Special Permit**

The Chair of the Board, Mr. Kozik, opened the public hearing at 7:05pm. He explained the public hearing process.

The applicant's contractor presented an overview of the application for a special permit to allow for the addition, of a detached two car garage with attic located on a non-conforming lot. This would cause an increase in the net floor area, which is more than the 15% alteration by right. Therefore, the proposed addition requires a special permit under Section 8.1.5.

There being no questions from the board or the public, Mr. Hoffman moved, Mr. Robb seconded to close the public hearing. The vote was unanimous (3-0). The hearing closed at 7:12pm

**Deliberation:**

The Board discussed that the project was consistent with the master plan, complied with the bylaws and was appropriate for the site in question. After Board discussion, Mr. Hoffman moved and Mr. Robb seconded to grant the special permit, with conditions that the project be built substantially as presented at the meeting. The motion carried unanimously (3-0), at 7:14pm.

Adam will write the decision.

**4 Amendments to Comprehensive Permit Rules and Regulations**

The Planning Director, Mr. Roland Bartl explained that the proposed amendments to the comprehensive permit rules and regulations state the Board's expectations including the distribution of affordable units, parking arrangements, interior features, and condominium fees.

Board members took it under advisement.

A citizen recommended that the board require 3D drawings of the architectural plans submitted for review

## 5. Adjournment

At 7:42PM, Mr. Robb moved and Mr. Hoffman seconded to adjourn the meeting. The motion was approved unanimously.

### Documents used during this meeting

- Agenda
- Draft 02-04-20 Zoning Board of Appeals Minutes
- Application for a variance for 97 Parker Street
- Amendments to Comprehensive Permit Rules and Regulations
- Plans
- Planning Department Memo
- Health Department Comments
- Piper Lane Agreement on Extension
- Terra Friendrichs Comments

Link to docushare: <http://doc.acton-ma.gov/dsweb/View/Collection-11668>

Respectfully Submitted,

Vivian Birchall  
Land Use Department