



ACTON PLANNING BOARD

Minutes of Meeting  
July 16, 2013  
Acton Town Hall  
Room 204

R E C E I V E D  
SEP 20 2013  
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TOWN CLERK, ACTON

Planning Board members attending: Mr. Jeff Clymer (Chair), Mr. Roland Bourdon, Mr. Ray Yacoubi, Mr. Derrick Chin, Associate members Mr. Rob Bukowski and Mr. Michael Dube. Also present: Planning Director Mr. Roland Bartl, Assistant Planner Ms. Kristen Domurad-Guichard and Planning Board Secretary Ms. Kim Gorman.

Absent: Ms. Kim Montella.

Mr. Clymer called the meeting to order at 7:30 PM.

Mr. Clymer appointed Mr. Rob Bukowski and Mr. Dube as full members for tonight's meeting.

**I. Citizens' Concerns**

None

**II. Consent Agenda – Draft Minutes of 06/18/13**

The minutes of 06/18/13 were approved as amended.

**III. Reports**

**CPC** – Mr. Bourdon reported the Committee appointed him as the Chair, Ken Sghia-Hughes as Vice Chair and Amy Green as Clerk. The award letter for the Anderson Property was sent. The 2014 Community Preservation Committee Plan is on the Town website and applications are due November 12, 2013.

**IV. Public Meeting – Windsor Heights (56 Windsor Avenue) Preliminary Subdivision Plan**

Mr. Clymer opened the public meeting at 7:45pm.

Mr. Bartl stated the Board can review a preliminary and definitive subdivision plan prior to the applicant applying for the demolition permit of historical buildings with the Historical District Commission. Mr. Bartl noted it was their understanding the applicant filed this application for zoning protection. This filing would provide 8 years of protection for the land if a definitive plan is filed within 7 months and approved.

Mr. Jim D'Agostine, of D'Agostine, Levine, Parra & Netburn, P.C. and Mr. Jonathan Markey, of Markey & Rubin, Inc. presented on behalf of the applicant and described the preliminary plan:

The current plan proposes a standard residential subdivision consisting of (3) three lots with a cul-de-sac designed in accordance with the Acton Subdivision Rules and Regulations. There is a note on the plan to demolish (1) one existing dwelling and the carriage house. The existing house could remain if it conforms to zoning setbacks.

Ms. Kathy Acerbo-Bachmann, Chair of the Historic District Commission, reported on behalf of the HDC to respectfully requesting the Board to deny the plan. Ms. Acerbo-Bachmann explained the property contains two of the most important buildings (the dwelling and the carriage house) in the West Acton Historic District and in which the HDC would unlikely approve the application.

Residents in attendance raised questions and concerns regarding:

- The relationship between the proposed subdivision plan and the applicant's intent to protect zoning.
- Concerned of the development and how it will look. Too many driveways to be created off of Windsor Avenue
- Worried of losing the character of the neighborhood and the demolition of the house and/or carriage house.
- Worried property values may decrease.

The Board voted unanimously to close the public meeting.

Board members discussed the plan and found it complied with the Town of Acton's Zoning Bylaw and Subdivision Rules and Regulations. In light of the contentious issues regarding the Historic District Commission the Board discussed issuing a memo outlining comments on the preliminary plan rather than voting approval/disapproval.

Mr. Yacoubi motioned to have memo outline certain conditions, Mr. Bourdon 2<sup>nd</sup>; all in favor.

Concerns/Issues are:

- The applicant should note all other approvals or permits required by law, specifically the Local Historic District Bylaw Chapter P;
- The Plan should comply with Section 8.1.18.1 (c);
- Try to keep house (to keep as principal building);
- Move the subdivision road to the south and east.

Mr. Bourdon moved to take no action at this time and to have the Planning Department staff address the issues that were discussed, Mr. Bukowski 2<sup>nd</sup>; all in favor. The Board voted unanimously in favor of the motion.

#### **V. Senior Housing – Monetary Contributions for Affordable Housing**

Board members reviewed staff's memo as a follow up to the Planning Board and the Acton Community Housing Corporation's discussion on monetary contributions in-lieu of providing an affordable unit. Staff's memo provided examples from other communities who use calculation methods to determine monetary contributions within their Inclusionary Zoning Bylaws. The Board will revisit this agenda item at a later date.

#### **VI. Fall Special Town Meeting for Zoning**

Mr. Bartl stated there are no articles to move at this time.

Items that were deferred from June ATM were, bicycle parking and marquee signs. The Department is looking into streamlining Site Plan Special Permits (SPSP) for commercial recreation and to revisit the Planned Conservation Residential Community (PCRC) bylaw.

Mr. David Clough stated the Board of Selectmen have not decided if a Special Fall Town meeting would be dedicated to zoning but they would like to consider better methods of addressing zoning bylaws at town meeting.

#### **VII. Other Business**

##### **Administrative Update:**

Staff reported the Town has terminated the Assabet River Rail Trail (ARRT) design contract with AECOM. A new Request for Proposal (RFP) advertisement will go out tomorrow, July 17, for the final design work.

The meeting was adjourned at 9:05 PM.

Respectfully Submitted,  
Kim Gorman