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**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF DECEMBER 04, 2013 MEETING**

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

Present: Holly Ben-Joseph (Chair), Peter Darlow, David Honn, David Clough (BOS Liason),

The meeting was called to order at 7:40 pm.

Discussion on DRB committee goals and objectives for 2014:

1. With the Kelley's Corner study by an outside design consultant about to commence the chair of the Acton 2020 committee intends to reach out to the expertise of members of the DRB for assistance with the steering committee meetings between Acton 2020 and the Kelley's corner consultant. It is anticipated that steering committee meetings may take place monthly with attendance by one or more DRB committee members.

Action Item: Peter Darlow will discuss the upcoming Kelley's Corner steering committee further with the chair of the Acton 2020 committee to coordinate how members of the DRB will potentially be involved.

2. The DRB would like to build upon the positive feedback from the BOS concerning the role of the DRB assisting the town with proposed project development reviews as touched upon during the November 18 meeting between the DRB and the BOS. Specifically, the DRB would like to approach the BOS concerning a more definitive requirement for the DRB review of all new commercial and multifamily development that comes before the town.

Action Item: The DRB will contact the BOS to initiate this discussion.

3. In light of several recent large scale commercial renovation projects in town which involved significant visual adjustments to prominent buildings and to site redevelopment, where little or no design review was required or undertaken, the DRB would like the BOS to consider a change to the DRB charter that will lead to the need for DRB review of all such commercial renovation projects prior to issuance of a building permit.

Action Item: The DRB will contact the BOS to initiate this discussion.

Other Business:

1. Approved meeting Minutes as adjusted for the November 06, 2013 meeting.

The meeting adjourned at 8:45 pm.

NEXT COMMITTEE MEETING: Wednesday, January 15, 2014
Acton Town Hall, Rm 126, 7:30 p.m.

Respectfully Submitted by: Peter Darlow