



**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF DECEMBER 16, 2009 MEETING**

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

NEXT COMMITTEE MEETING: Wednesday, January 6, 2010
 Acton Town Hall, Rm 126, 7:30 p.m.

Present: Ann Sussman (Chair), Holly Ben-Joseph (Vice-Chair) and David Honn

Meeting was called to order at 7:35 p.m.

We approved the December 2 meeting notes with minor edits.

ACTION ITEM: Holly will make the changes and submit to the town clerk.

Ann Sussman spoke with Selectwoman Lauren Rosenzweig on the procedures the DRB should follow to add multi-family and other types of projects to what we review. Lauren suggested the DRB get community input on how they would like to see multi-family housing developed in Acton. Presentation boards can be made with information and images. These will then be shown to the BOS before presenting them to the general public. One possible forum to show the boards (once they are approved) is at the next town meeting as people enter and leave the venue..

ACTION ITEM: Ann will start to work on the boards.

The Design Guidelines were reviewed and it was suggested to add a paragraph on multi-family housing. We decided to change the format to bullets.

ACTION ITEM: David will make a first attempt to change the format to bullets.

ACTION ITEM: Ann will contact Tom Peterman to try and get the word document to make the edits.

ACTION ITEM: We will all search for new photos of multi-family housing, landscapes and public spaces.

Meeting was adjourned at 9:00 pm.

Respectfully Submitted,
Holly Ben-Joseph