



**Planning Department**

**R E C E I V E D**  
JUL 17 2013

TOWN CLERK, ACTON

**TOWN OF ACTON**  
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**MEMORANDUM**

**To:** Eva Szkaradek, Town Clerk

**Date:** July 18, 2013

**From:** Kristen Guichard, Assistant Town Planner *KDG*

**Subject:** **Windsor Heights –**  
**Application for Preliminary Subdivision Plan**

The Planning Department received an Application for Approval of a Preliminary Subdivision Plan entitled, "Windsor Heights" on June 3, 2013 submitted by Westchester Co.

At its meeting on July 16, 2013 the Planning Board voted to take no action on the Windsor Height Preliminary Subdivision within the legal timeframe provided under the law (MGL Chapter 41 Section 81-S). The Planning Board will send a letter to the applicant following its next meeting outlining their comments on the application.

**Cc:** Acton Planning Board  
Acton Historical Commission  
Engineering Department  
Manager's Department