



## DESIGN REVIEW BOARD

Meeting Minutes  
October 20, 2020  
5:30 PM  
Virtual Meeting

**Present:** Peter Darlow, (Chair), David Honn, Holly Ben-Joseph, Tom Doolittle, Dean Charter (BOS Liaison), John Cappetta (Planning Board Liaison), Matthew Murphy

Citizen's attending: Richard Keleher,

### 1. Opening

Chair, Peter Darlow opened the meeting at 5:35 p.m.

### 2. Regular Business

- A. 67 Powder Mill – Review has been postponed, per request of the developer.
- B. Approval of Meeting Minutes – Minutes for the meeting of September 1, 2020 were reviewed and unanimously approved by roll call. Peter Darlow to send to town for posting.

### 3. New/ Special Business

- A. Main Street presentation – A schematic design for the reuse of the Kennedy land (on Main Street near Rte. 2) has been prepared by Windsor Architects. The project will construct 36 units of housing. A recommendation has been made to bring the project to the DRB for review and comment as soon as possible.
- B. Kelley's Corner Wayfinding Graphics – Wayfinding graphics to be used during the Kelley's Corner roadway project are being developed. The project will be brought to Town Meeting next June. DRB has been requested to provide input to the graphics package, particularly with respect to establishing a theme.
- C. Return of Drive-up Services – There is a potential zoning adjustment to permit drive-up services in Acton. The change will be brought to Town Meeting next June. The DRB has been asked to provide input on the change. Dean Charter described a public meeting that was held: 23 people attended the meeting, and were generally in favor of the change. A discussion was had about what kinds of stores should be approved for drive-up windows (drug stores and restaurants, yes; liquor stores no). DRB's input should address appearance, traffic flow, and other related issues. Also, it would be helpful if DRB



members can identify good examples of drive-up windows for reference. A meeting will be held in December to further review.

#### **4. Adjournment**

At 6:15 p.m. it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

#### **Documents and Exhibits Used During this Meeting**

None.

Respectfully Submitted,

Peter Darlow