



## DESIGN REVIEW BOARD

Meeting Minutes  
Virtual Meeting  
May 4, 2021  
5:30 PM

**Present:** Peter Darlow (Chair), David Honn, Richard Keleher, Tom Doolittle; Jon Cappelletta (Planning Board Liaison); Matt Murphy (Planning Department)

**Absent:** Holly Ben Joseph, Dean Charter (Select Board Representative)

**Proponents in Attendance:** Ann Agnatovech, Bill Agnatovich

### 1. Opening

Chair, Peter Darlow, opened the meeting at 5:30 pm and read the Covid-19 protocols for virtual meetings.

### 2. Regular Business

- A. Citizens' concerns – none
- B. Approval of Meeting Minutes – It was moved and seconded to approve the amended March 25, 2021 minutes. They were approved unanimously as amended.

### 3. Special Business

- A. 307 Central Street Two-Family Project Review  
Ann and Bill Agnatovich presented plans for a Special Permit required new two-family dwelling. Refer to the DRB Design Review Memorandum dated May 4, 2021 (attached) for comments.
- B. PCRC Discussion  
The DRB noted that the PCRC for 22 Elm Street had been approved by the Planning Board. The DRB was opposed to the project for various reasons and believes the PCRC Zoning Bylaw needs to be revised before future PCRC projects arise.

The suggested changes are:



- The proponent should be required to provide a Proof Plan of what is allowable as a standard Subdivision.
- Wetlands which are already protected from development should not be allowed to be part of PCRC calculation that determines the number of building lots.
- Three-dimensional computer models are standard with the design industry. Proponents should be required to model the proposed development within its context with adjacent surrounding buildings.
- A PCRC should not be allowed to have more dwellings than allowed under a standard Subdivision.
- Upland as defined in the Bylaw needs to be one contiguous area within the common land; not separate parcels aggregated to allow a mathematical computation of the required percentage of wetlands within the minimum common land.
- The undeveloped portion of the land created under the PCRC should be publicly accessible and not be privatized for the exclusive use of the dwelling occupants.

It was agreed that the DRB should develop a PCRC summary memo that could be discussed with the Planning Department and Planning Board as the basis for a future warrant article; hopefully for a Fall 2021 Town Meeting if such meeting is to occur.

C. Zoning Bylaw Lot Width Definition Discussion

The definition of “Lot Width” in the various zoning districts as described by the Table of Dimensional Regulations in the Acton Zoning Bylaw was discussed. During previous project reviews (most recently 47 Conant Street) the DRB has expressed concerns about land parcels being manipulated to create dwelling unit lots with unreasonable, unnatural and unworkable property boundaries; i.e. extremely narrow slivers of land that are allowed to be counted towards a lot’s minimum required area. Preliminary research by DH indicates that Acton’s bylaw is far less stringent than adjacent towns regarding the minimum lot dimensions that must be retained throughout a parcel. It was agreed that further research needs to be done in order to present to the select board a clear memo of concerns. if the DRB wants to pursue a rectifying zoning warrant article.

**4. Adjournment**

At 7:25 p.m., it was moved and seconded to adjourn the meeting.  
The motion was approved unanimously.

**Documents and Exhibits Used During this Meeting**

- Meeting Minutes from March 25, 2021
- Acton Zoning Bylaw Chapter 5
- Excerpts from the Town of Concord Zoning Bylaws
- Shane Structures architectural drawing sheets for The Borelli Duplex dated Feb 2021



Elevations

First Floor Plan

Second Floor Plan

Basement Plan

Foundation Plan

Roof Plan

Section

Dillis and Roy civil drawing sheets dated 3/15/2021

- a. Sewer Disposal System Design
- b. Proposed Plot Plan



TOWN OF ACTON  
DESIGN REVIEW BOARD  
Review Memorandum: 307 Central Street  
Virtual Meeting  
May 04, 2021

DRB Members in attendance: Peter Darlow (Chair), David Honn, Richard Keleher, Tom Doolittle; Jon Cappetta (Planning Board Liaison); Matt Murphy (Planning Department)

Proponents in attendance: Ann Agnatovech, Bill Agnatovich

Documents Reviewed:

Shane Structures architectural drawing sheets for The Borelli Duplex dated Feb 2021

- Elevations
- First Floor Plan
- Second Floor Plan
- Basement Plan
- Foundation Plan
- Roof Plan
- Section

Dillis and Roy civil drawing sheets dated 3/15/2021

- Sewer Disposal System Design
- Proposed Plot Plan

The proposed project site is located near West Acton Village on a 16,116SF plot of land that was recently established by the proponents purchase and reconfiguration of parcels at 307 and 309 Central Street. The site, a variation on the “hammerhead” is currently accessed by an existing paved drive on the east side of Central Street and abuts the MBTA railroad track. Much of the plot is tucked in behind the existing homes located at 305 and 309 Central Street.

The intent is to develop a duplex residential building that will offer two side by side units of 2300GSF plus an unfinished basement level that could be finished to result in a total of approximate 3000GSF per unit. The project is within the village district and is allowed per the zoning code if granted a special permit from the Zoning Board of Appeals.

The 33.5 foot high duplex residence, as proposed, will be two stories above grade with an unfinished full basement and an unfinished attic space. Though being a duplex will set the scale of the building apart as compared with the immediate neighboring single family residences, the scale of the building is consistent to a recent precedent constructed nearby at 296/298 Central Street. for developing thoughtfully designed side by side duplex buildings. the style of the design. The building style chosen is New England classic residential which is contextual to the neighborhood. The building exterior is proposed to be finished with low maintenance materials such as vinyl clapboards, pvc corner boards and trim, and vinyl finished double hung windows. The 8 over 12 gable roof will be finished with fiberglass asphalt shingles and decorative dormers are proposed on the street facing side of the roof.

It is proposed to reuse much of the existing paved drive access in from Central Street. The proponents hope to maintain as many of the mature trees on the site, especially those adjacent to the MBTA right of way, as is practical. Location of the septic system in the southeast portion of the plot close to the MBTA right of way establishes the placement of the duplex building closer to the property at 305 Central. Each residence will be provided a one car garage and space along the drive for parking a second car.

The following are the DRBs comments on the development as presented:

1. The DRB is pleased to have an opportunity to provide input while the development of the design is not fixed.
2. In general, DRB members are comfortable with the proposed informal placement of the duplex building understanding that the septic layout location as proposed, is impacting the placement. The building, tucked behind the home at 305 Central and not set parallel to Central feels organically fit to this location.
3. The proposed driveway layout for parking the second car for each residence while also providing a reasonable turn around space for each residence appears to not work well. DRB members suggested taking a look at shifting the parking for both residences into a pull off on the north side of the driveway tucked near the property at 309 Central. This should than offer a space for a turn around on the south side of the drive behind 305 Central. DRB members do not want to see the proponent widen the driveway coming in from Central to allow for parallel parking. Members prefer the narrow residential feel of the current proposed drive.
4. DRB members recommend the pedestrian walkway to the front entrance of each duplex be finished in a paving material that separates and distinguished the front entrance from the paved driveway.
5. DRB members are generally supportive of the proposed design of the duplex building exterior. The members would much prefer to see the proponents utilize real wood materials to support the intent as presented in the building elevation as rendered.
6. Members recommended taking a fresh look at the dormers on the gable roof. Given the dormers are decorative and not tied to the interior, it was suggested the dormers should be reduced in scale so as to proportionally sit comfortably on the roof. Potentially four smaller dormers can be constructed in lieu of the two oversized dormers as proposed.
7. Members also suggested it might actually improve the design and make it a bit more of a background building to remove the dormers completely, there is plenty of other detail proposed for the building.
8. DRB members pointed out that should the basement level be developed, the proponents should be careful to plan for the potential use of the proposed office space as a bedroom, (presuming the septic system is large enough to support a 4<sup>th</sup> bedroom per residence), and consider how an escape window can be integrated into the design for each basement.
9. With respect to the building envelope vinyl trim boards, it is recommended the proponents use 5/4" thick corner board, rake boards, and window casement boards. The corner boards should take a cue from the elevation rendering and be provided in a variety of scales depending upon the location

used. They should be 8” at least at the primary building corners, 6” at the dormers and at the garage bay, and can narrow at the window casings.

The DRB thanked the proponents for the opportunity to review the plans. The proponents thanked the DRB for the comments and will consider them as they move forward into the next phases of the project once past the ZBA hearing.

Respectfully submitted,

The DRB