



DESIGN REVIEW BOARD

Meeting Minutes
Town Hall, Room 9
March 9, 2023
7:00 PM

Present: Peter Darlow (PD)(Chair); David Honn (DH); Richard Keleher (RK); Tom Doolittle (TD); Cappetta (JC) Planning Board Liaison)

Absent: Holly Ben Joseph (HBJ); Jon Dean Charter (DC) (Select Board Representative)

1. **Opening**

Chair, Peter Darlow, opened the meeting at 7:06 pm.

2. **Regular Business**

- A. Citizens' concerns – Terra Freidrich noted that Green Acton will be discussing land clearing issues.
- B. Approval of Meeting Minutes – There were no meeting notes to review.

3. **Special Business**

A. Tree Clearing Discussion:

- It was agreed that PD would present the DRB's position to the Planning Board in April.
- The Alteration Special Permit process was discussed. It was agreed that any site alteration or site redevelopment of any size will be the trigger under the Applicability section.
- PD will make any necessary textural changes and forward to Kristen Guichard at the Planning Department.

B. Town Meeting Warrant Articles:

- RK requested comments from the DRB on three proposed, non-binding town meeting warrant articles.
- Article 45-Reduce the number of single-family dwellings constructed in Acton. The DRB recommended that this article be endorsed by the Planning Board.



- Article 46-Reduce the GSF size of the single-family dwellings constructed in Acton. The DRB recommended that this article be endorsed by the Planning Board.
- Article 47- Prevent the formation of odd-shaped lot configurations in Acton. For reasons of responsible land use, safety, maintenance, practicality, and fairness to lot purchasers, the DRB endorsed this article.

C. Asa Parlin House Renovation and Addition Designer Selection:

- DH noted that a committee constituted by the Town Manager will be selecting a designer for the renovation and addition to the Asa Parlin House. DH has volunteered to be the architect representative. PD will contact HBJ to request that she be the landscape architect representative.
- DH noted that the construction budget is approximately \$1.2M.

4. Next Meeting

The next DRB meeting will be on Thursday, March 30, 2023 at 7 pm in Room 9 at Town Hall.

5. Adjournment

At 8:08 p.m., it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

6. Documents Used at this Meeting

- Tree and Land Clearing Proposed Bylaw Documents