



**Minutes of Meeting**  
June 1<sup>st</sup>, 2021  
**7:30PM**  
**Virtual (Zoom) meeting**

Board of Appeals members in attendance: Ken Kozik, Adam Hoffman  
Staff Present: Kristen Guichard, Planning Director and Zoning Enforcement Officer. Alicia Burak, Admin Assistant

**Opening**

Chair, Ken Kozik opened the meeting at 7:38. He read the guidelines for the virtual meeting. He called the roll. Adam Hoffman-Aye, Ken Kozik- Aye, Scott Robb- Absent, Vicki Tardif- Absent. Ken Kozik stated that with only two board members present, the public hearing and be heard but a vote could not be obtained until the next board meeting after a third board member can certify their review of the recorded meeting

**I. Regular Business**

**1. Approve previous meeting minutes**

Previous minutes to be approved at the next meeting on 7/6/2021

**2. Administrative Updates**

Virtual meeting policy to be discussed at Selectman's next meeting. A vote for new ZBA chairman will be required at the end of June.

**II. New/Special Business**

**1. 7:45 PM ZBA 21-06 – 307 Central Street Special Permit**

Mr. Kozik opened the hearing at 7:47 pm

Seth Donohue of Dillis and Roy gave a brief overview of 307 Central St. He stated the proposal is to construct a two-family dwelling on a non-conforming lot. He noted that the septic is suitable and approved by the BOH, that the site is surrounded by two family homes at 283-295 Central, 315-323 Central, 296-298 Central. He stated that it complies with all by-laws. Seth showed proposed layout, showing it exceeds all setbacks. Then showed building renderings stating both units have ample parking.

**Public Comments:** Terra Friedrichs, resident - doesn't think the shape or size of the two- family dwelling conforms with the neighborhood.

Mr. Donohue stated the dormers could be removed because they are decorative but the applicant prefers to leave the building "as is".

Resident asked what type of materials will be used. (Vinyl) Ms. Friedrichs asked for elevations of other similar buildings, in which the board agreed that information would be useful to show at the next meeting.

Abutters from 303, 309 and 305 Central street expressed concern about the removal of trees and their visual impact from their properties, safety concerns about their children going onto the site during construction, concern about the dilapidated garage on the site, privacy issues, requests for increasing the setback and concerns about damage to their septic system during construction.

Applicant spoke and stated they renovated the garage and plan to keep as many trees and greenery as possible and plan to plant more trees on the property.

**Board Comments:** Mr. Kozik asked where the house is relative to the driveway. He stated the other buildings mentioned were not two- family dwellings, they were apartments or condos and 1 duplex. Mr. Hoffman asked if the water impact report has been submitted in which Mr. Donohue stated it has not.

Adam Hoffman moved to continue the hearing to 7/6/2021 at 7:35PM, virtually. The motion was seconded by Ken Kozik and was approved unanimously. (Roll call vote, Adam Hoffman, Aye; Ken Kozik, Aye.)

## **2. 8:15 PM ZBA 21-7 – 523 Main Street Special Permit**

Mr. Kozik opened the hearing at 8:54PM.

The applicant's representative Tim Doncaster gave a brief overview of the special permit for 523 Main St. stating that the applicant is seeking permit for an addition above his garage on a non-conforming lot. Applicant is raising the roof above the garage, adding a 600 SF addition which is 23% instead of the 15% that is allowed.

**Public Comments: None**

**Board Comments:** Mr. Hoffman stated when the vote occurs, if denied, will have to wait two years to reapply. Mr. Hoffman also stated that the Acton Water Department noted that if the special permit is granted. It was clarified that no closet is proposed in the den.

Mr. Kozik proposed the meeting to be continued on July 6, 2021 at 8:15, Applicant's representative agreed.

Mr. Hoffman motioned to continue the hearing on July 6. 2021 at 8:15PM. (Roll Call Vote): Mr. Kozik -Aye; Mr. Hoffman -Aye.)

Mr. Hoffman motioned to close the meeting at 9:12PM, Mr. Kozik seconded. (Roll Call Vote): Mr. Hoffman, Mr. Kozik both -Aye.

### **Documents used during this meeting**

**[307 Central Street Special Permit Application.pdf](#)**

**[ZBA - How To Participate Remotely.pdf](#)**

[#21-6 307 Central Street Special Permit Planning Memo.pdf](#)

[2021-05-04 DRB Design Memo - 307 Central Street.pdf](#)

[Bob Child's Email.docx](#)

[Letter from Resident at 309 Central.pdf](#)

[307 Central St SPA 052121.pdf](#)

[Engineering Department Comments.pdf](#)

[Health Division Comments.pdf](#)

[523 Main St Plot Plan.tif](#)

[523 Main Street Locus Plan.pdf](#)

[Abutter's GFA Examples.pdf](#)

[Abutter's List.pdf](#)

[Application.pdf](#)

[Architectural Drawings.pdf](#)

[Deed.pdf](#)

[Floor Plans.pdf](#)

[Zoning Table.pdf](#)

[Engineering Comments.pdf](#)

[Health Comments.pdf](#)

[21-7- 523 Main Street Planning Dept Memo.pdf](#)

[AWD Comments.pdf](#)

[Engineering Comments.pdf](#)

[Health Comments.pdf](#)

**Link to docushare:** <http://doc.acton-ma.gov/dsweb/View/Collection-13046>