

# Kelley's Corner Steering Committee

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## *Meeting Minutes – 22 September 2015*

These are the meeting minutes from the Kelley's Corner Steering Committee of the Town of Acton, Massachusetts. The meeting took place on 22 September 2015 in the Land Use Conference Room at the Acton Town Hall.

Present: Andrew Brockway, Kat Hudson, Larry Kenah, Margaret Busse, Peter Darlow

Not Present: Eric Solomon, J D Head, Jeff Clymer

Board of Selectmen: Peter Berry

Planning Department: Kristen Guichard, Robert Hummel

### **Meeting Summary**

The meeting was called to order at 7:10 am by Andy Brockway.

Most of the meeting was spent discussing the remaining work and the dates associated with this work.

### **Documents**

#### **Overall Plan Document**

We expect that most of this document will be created during the month of October.

- The Cecil Group will create the content for this document.
- The Planning Department will provide specific sections of the document.
- Andy Brockway will provide a set of "pictures" in addition to the ones already included in the document.

The entire committee is responsible for reviewing this document.

Andy Brockway continues to stress that this plan provide context.

- What we are doing
- Why we are doing what we are doing

#### **Design Guidelines**

This will exist as a standalone document. It will be completed by the end of November. Peter Berry asked about the legal status of design guidelines. Kristen Guichard emphasized that the guidelines need to stress flexibility.

## **Zoning Changes**

The committee is looking to members of the Planning Department to ensure that the desired changes are put into a form acceptable to the Planning Board and, eventually, to Spring Town Meeting.

## **Video**

Kat Hudson wants to add a video as part of the rollout package. She cited the use of video in previous successful efforts. This material should be available in January or early February at the latest.

## **Informal Documents**

Larry Kenah suggested that the committee create two notes that the committee will use as part of its public outreach efforts.

The first note is an FAQ (Frequently Asked Questions) that will contain questions that might arise and responses to these questions.

The second note is a short translation of the proposed zoning changes from “zoning language” into notes more readily accessible to people who are not zoning experts (most of the community). During the meeting, someone made a comment that might serve as the outline for this note.

- What is changing? (master plan, etc)
- What remains the same?

## **Outstanding Questions**

- How does Stop & Shop's late entry into the process fit with everything else that is going on?

## **What's Missing?**

The delivery of all of this information to multiple audiences over the next several months is a project with many moving parts. We need a more detailed plan than what exists. Larry Kenah made an attempt with a spreadsheet that lists each activity and assigns a committee member and dates to each activity. We need to take this list to the next level of detail.

In particular, we need detailed rollout plans for

- The plan itself (including the video)
- Proposed zoning changes

It might be helpful if we created a calendar so that the dates appear chronologically rather than buried in text as they are in these minutes.

## **Document Deadlines**

We did not come up with specific deadlines for the various documents. We only have general dates and guidelines.

- We would like a complete first draft for both the overall plan and for the design guidelines complete by the end of October.
- We want all documents complete before the holidays.

## **Public Outreach**

### **Kelley's Corner Neighbors**

There is no reason to wait for completed documents before meeting with the Kelley's Corner neighborhood communities. This meeting will be scheduled for late October. The meeting will be held in Room 204 of Town Hall or in a similar public venue.

### **Developers and Property Owners**

We believe that it would be helpful to meet one more time with property owners and potential developers. Such a meeting should take place in late October. Because documents are not completed, this meeting would convey general principles rather than specific details.

### **Board of Selectmen**

We should have another brief meeting with the BoS in January.

### **Public Forum**

We will aim for early March for this meeting.

### **Planning Board**

As with the initial schedule, we need two meetings for obtaining approval for zoning changes from the Planning Board. Jeff Clymer was not at this meeting so we arbitrarily selected the following dates in his absence.

- 1 March – Public Rollout
- 8 March – Planning Board Hearing
- 15 March – Planning Board vote

After choosing these dates, we realized that printing deadlines for the Spring Town Meeting Warrant Articles might force us to move these dates into late February. (School vacation complicates scheduling the Planning Board dates.)

## **Miscellany**

Whether there would be a Fall Town Meeting was not decided at the time of this meeting. What was certain was that there would be no Kelley's Corner content at such a meeting should it occur.

## **Meeting Minutes (4)**

Minutes from two earlier KCSC meetings were approved with no changes.

- 26 August 2015
- 3 September 2015

## **Administrative Updates (5)**

In order to make progress on completing the plan and associated documents, the committee realized that it would have to meet more frequently at least through the end of the year. A balance was struck between early morning meetings and evening meetings.

- The committee will meet on the second Thursday of each month at 7:00 am in the morning starting on 8 October 2015. (This meeting was rescheduled to 13 October 2015.)
- The committee will meet on the fourth Wednesday of each month at 7:30 pm in the evening starting on 28 October 2015.

### **In Closing**

The meeting adjourned at 9:05 am.

These minutes were recorded by Lawrence J Kenah.