

**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF JUNE 20, 2007 MEETING**

7:30 p.m.
Room 126, Town Hall

NEXT COMMITTEE MEETING: July 18, 2007
Acton Town Hall, Rm 126, 7:30 p.m.

Present: Ann Sussman (Chair), Tom Peterman (Vice-Chair), Ed Starzek, Lynn Alpert, Terra Fredrichs (arrived late) and Holly Ben-Joseph.

Meeting was called to order at 7:37 p.m.

We reviewed the proposal to enlarge the building at 255 Main Street which currently houses Sorrentos Pizza and Dr. Berko orthodontist office. Ken Sundberg, of Executive Reality presented. Ken will be the developer and contractor for the project. Ken met with some of the members of the board several months ago and revised his plans from the advice/feedback from the meeting. Below is a summary of the project and the board's comments:

Materials brought to the meeting:

- Existing conditions plan by Stamski & McNary
- Proposed site layout, landscape plan.
- Elevations of the building

Elements of the Design:

- The existing building will be enlarged on the first floor, and a second story will be added.
- The style of the building will be completely revamped- it will have brick with glass, and has nice detailing.
- The roof material will be standing seam metal.
- Entrances will be from the front of the building and also from the rear.
- The existing driveway will be closed, and access to the new parking lot will be from the bowladrome driveway, with an easement for use. (Ken's brother owns the property).
- The parking has been significantly enlarged to 58 spaces, perhaps exceeding the number of spaces required by zoning. The undeveloped area behind the building that used to be a mini-golf course will now be parking, a retaining wall will be used to flatten the area, requiring cutting down many trees.
- Trash enclosure is at the back of the lot at the request of the neighbors.
- A new sidewalk will be added along Beverly Street and the current walk at Main Street will remain.
- A possible new tenant is an ice-cream shop.
- Landscaping included some planting along the perimeter, but no shade trees in the parking lot.

Board's Comments:

- The board felt the proposed building was very nice and followed the Design Review Guidelines. We believe that this project will help to start the transformation of the Kelly's Corner area as an attractive destination for the community.
- Currently no space is provided for outdoor eating, and some on the board asked that space be allocated for this by widening the walks next to the building in some of the areas.
- We would also like to see some of the parking removed to allow for outdoor eating, and landscaping near the building. Acton currently has a restrictive zoning requirement that we would like to change.
- Ideally, the building would be moved closer to the street, but this is not feasible since this is a renovation project.

- We questioned Ken on materials – the quality of the materials can make the building look classy or not. Ken said that Azek will be used for trim(?), new brick, and granite for the sills. Low maintenance is the goal. We requested to see samples of the materials. Awning will also be used and we discussed the style of awning. Someone recommended looking at the awnings in West Concord.
- Some on the committee were concerned about the look of the standing seam metal roof, Tom said that it could look good, depending on color and style.
- We asked about signage. Ken is planning on putting a standing sign at the road, not hanging signs. We are concerned about the look of the sign and would like to review.
- We recommended that a spur be added to the sidewalk somewhere along the property to encourage pedestrians.
- All mechanical will be concealed under the roof.
- We thanked Ken for coming and invited him back to the Board when the plans are developed to the point for us to review:
 - Materials
 - Signage
 - Awnings

Several items came up that we felt we needed to deal with in Zoning that currently contradict the Guidelines. We discussed the need to make changes in zoning regarding:

- **Parking requirements.** With current requirements, it seems that most new developments have too many spaces and the site is covered with parking rather than amenities.
- **Outdoor Eating Requirements-** we need to research why Acton requires a fenced area that doesn't allow access through into the establishment. How can we change?

Action Item: Ann will draft the Board's comments/recommendations to be sent to Ken Sundberg.

We reviewed and approved Minutes from the May 31 meeting.

Action Item: Holly and Lynn will email the approved minutes to the Town Clerk. Lynn will also find out about starting a file at Town Hall for the Board, and also how to get the minutes posted on the website.

Action Item: Lynn will also ask the Clerk about getting a mailbox for the DRB and how to get a code for the copier.

We discussed that we still need one more member for the Board, and discussed possible professions that could be helpful additions to the board and came up with: Engineer, Lawyer, Environmental Scientist, Developer, builder, civil engineer.

Action Item: Ann will put a notice in the Beacon requesting applicants for the position.

We discussed that photos of the site should be on our **checklist of items** to bring when presenting to the board. Other items we have discussed in the past:

- existing conditions map
- site and landscape plan
- building plans and elevations
- Sections or elevations showing the building on the site, and in relation to the surrounding buildings
- photos of the site

Ann reported on the choice of the Architect for the new fire department. The same firm will be used that did the public safety building. Ann and others are very concerned that the design process will jump from sketches to CD's without the ability to review. Since this building will have a major impact on the nearby baseball fields

and for all the traffic going NS through town we thought it would be a good idea to require that a simple visualization program be used.

Action Item: Ann will send an email out stating the DRB recommends that the architect be require to use sketch up or a similar program which will help all to visualize the new development on the site..

The meeting was adjourned at: 9:20

Respectfully submitted,
Holly Ben-Joseph