

## Design Review Board Minutes

December 3rd, 2008

Members in attendance: Tom Peterman (Vice Chair), Ann Sussman (Chair), David Honn, Lynne Alpert, Chris Dallmus, Holly Ben Joseph

Meeting was called to order at 7:35 p.m.

We reviewed record-keeping and filing process for minutes & memos.

All minutes, after approval, submitted to Town Clerk, cc'd to DRB email shell;

[clerk@acton-ma.gov](mailto:clerk@acton-ma.gov)

All memos, submitted to Laura Mason, after submission to proponent & BoS as appropriate; [lmason@acton-ma.gov](mailto:lmason@acton-ma.gov)

Next Generation Children's Center: We approved minutes of 10/15/08; HBJ will submit to clerk. We reconsidered and approved minutes of 11/05/08; LA will submit to Clerk.

Scheduled appointment: 8:10 pm

Stephen Steinberg, Owner

Colonial Spirits, 87 Great Road, Acton

This is an addition to an existing building, which will be used for facilitating recycling service offered by the premises.

- Push the new addition back 18" from the tallest mass of existing building (assuming space allows);
- Exterior Material: use cedar clapboard or Hardi Plank, painted to match existing;
- For proposed new fence, suggest cedar boards, vertical;
- Submit drawings that reflect actual as-built conditions, including existing porch columns, all exterior doors
- In terms of drawings, please provide:
  - Site plan
  - First floor plan @ 1/4" = 1'-0"
  - Second floor plan @ 1/4" = 1'-0"
  - All building elevations @ 1/4" = 1'-0" (except the North elevation)
- Submit revised architectural drawings for this project to the DRB for review at 7:45 PM on 12/17/08.

58 Great Road, Update to previous Memo:

TP discussed status. Town has stated that it will not issue a CO unless the owner resubmits the current design for all regulatory approval.

The building under construction, it was noted, does not correspond with the drawings for the building on file.

We discussed writing up a guide to applicants for commercial and multifamily projects. As part of our charter expansion, when we appear before the BOS we discussed and agreed to show the West Acton Spruce/Arlington mixed use project as our main exhibit. We will show before/after drawings. Lauren Rosenzweig has also recommended we show a finished building, so we can demonstrate DRB impact.

We need to run all this by Roland, planning department before we appear before BOS.

We will need to prepare articles for warrant presentation with the Planning Boards assistance before Dec. 31<sup>st</sup>. Tom agreed to prepare a power point.

The meeting ended before 9:00 PM

Next meeting December 17th, 2008

Respectfully submitted by  
Chris Dallmus, Ann Sussman, Members  
Design Review Board