



- Propose how we will work with the town to develop a list of what items should be submitted.
- We need a mechanism to determine which projects are reviewed by the DRB – multi-family over 4 units, any prominent site
- Goals for next year:
  - Focus on 2-3 items in master plan to develop into Zoning/Design Codes (parking)
  - Concentrate on helping town staff to promote Master Plan/DRB guidelines into zoning-
  - Promote our review of other building types

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ACTION ITEM

1. Holly will contact Peter Quinn and Chris Doonon to request PDF's of drawings submitted to DRB
2. Ruth will talk with Roland about how we can develop a comprehensive list of the drawings that are required for site plan review and DRB review. Ruth will take photos of the bank drive thru on 2A and 27 and email photo to Ann/Holly
3. Conor will look at West Concord's Design Guidelines
4. David will identify a few items in the Master Plan that we want to concentrate on
5. Holly and Ann will get together to work on the power point presentation

The meeting was adjourned at 9:20.

Respectfully Submitted by:  
Holly Ben-Joseph