



**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF SEPTEMBER 16, 2009 MEETING**

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

NEXT COMMITTEE MEETING: Wednesday, September 16, 2009
 Acton Town Hall, Rm 126, 7:30 p.m.

Present: Ann Sussman (Chair), Holly Ben-Joseph (Vice-Chair), David Honn, and Conor Nagle

Meeting was called to order at 7:45 p.m.

PROJECT REVIEW

Project Location: 87 Great Road

Project Name: Colonial Spirits Mezzanine Addition

Presenter: none

Proponent: Steve Steinberg

Plans: Site Plan, Stamsky & McNary Dated: Aug. 19, 2009

 Architect Plans A-1 thru A-3, Rempalakis Architects. Dated: Jun 21, 2009, Revised: July 14, 2009

3rd Review

Most of our previous comments have been included in the revised drawings such as the use of cedar siding. Our only comment is about the screening fence below the proposed addition. We wonder why the fence stops 2' above grade rather than continuing down to finish grade or 6-8" above finish grade. We would suggest that for screening purposes the bottom of fence be lowered.

We have no other comments or recommendations for this project and support it.
We sent the memo out during the meeting.

Our visitor, Tara Fredrichs informed us that that there is a new way for boards to post meeting notes, memos etc. through docushare. We can set up two folders, one for the public, and the other just for the members. To set up the folders we need to contact Mark Hald.

We talked in general of how to make our committee more effective. One idea was to post a list of required items and drawings necessary for submittal of a project for review. We could post the list on

our webpage or on docushare. It could be posted as a PDF which developers could download for reference. We decided to work on this in upcoming meetings.

Another thought was to work more closely with the planning board and with our planning board liaison.

We have two action items to help facilitate this:

Action Item – Ann will congratulate Ryan Bettez on the new appointment of chair of the planning board.

Action Item – Ann will contact one of the members of the ZBA to get feedback on our memos. Specifically – if they are helpful, if the format is clear and works for them etc.

Meeting was adjourned at 9:00pm.

Respectfully Submitted,
Holly Ben-Joseph.