



**TOWN OF ACTON**  
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**Zoning Enforcement Officer**

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**TO: Ryan Bettez, Chairman  
Planning Board**

**DATE: May 7, 2013**

**FROM: Scott A. Mutch  
Zoning Enforcement Officer & Assistant Town Planner**

**SUBJECT: Amendment to Sign Special Permit #12-04 regarding Method of Sign Illumination  
Rafanelli & Kittredge, P.C. – Attorneys at Law  
1 Keefe Road, Acton, MA 01720**

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Dear Mr. Bettez & Members of the Planning Board,

The purpose and intent of this memo is to provide you with my determination and opinion as it pertains to Sign Special Permit #12-04.

Sign Special Permit #12-04 was approved and issued to erect a new freestanding sign in a specific location. Upon commencement of the sign installation, it was determined that there were underground utilities in the proposed location of the signage. The sign was subsequently relocated to another location which did not conflict with utilities.

It has now been brought to my attention that the new location of the sign may or may not be in compliance with the dimensional requirements of the zoning bylaw. As a result, I have inspected the property with regards to the new location of the signage. Without retaining the services of a professional land surveyor to conduct a detailed survey of the property and identify the sign's location in relation to the property line, and based upon my inspection, I am therefore determining that the sign, as currently installed, is in compliance with the Zoning Bylaw.