



Planning Department

**TOWN OF ACTON**  
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**MEMORANDUM**

**To:** Steven Marsh, Westchester Co.  
Ian Rubin, Markey & Rubin Inc.  
Michael Conwill

**Date:** September 17, 2013

**From:** Town of Acton Planning Board

**Subject:** Windsor Heights –  
Application for Preliminary Subdivision Plan

The Acton Planning Board heard the Windsor Heights preliminary subdivision application at an advertised public meeting of the Board on July 16, 2013. After hearing from both staff and residents, the Board voted unanimously to take no action on the Windsor Heights preliminary subdivision application, but offers the following comments:

1. The Plan shows three driveways off the loop turnaround. The Plan should be modified to comply with Section 8.1.18.1 (c) of the Rules which states there shall be no more than two driveways or common driveways that access a loop turnaround.
2. The Plan shows the existing house and carriage house to be demolished. The existing house and carriage house are listed on the Acton Cultural Resource List. The property, including the existing structures, is subject to Town of Acton General Bylaw Chapter P: "Local Historic District". The applicant should take note of all other approvals or permits required by law and other governmental boards agencies or bodies having jurisdiction, including but not limited to the Historic District Commission.
3. The Board suggests modifying the Plan to show the subdivision road further south and east to save the existing principle building on the property with compliant setbacks.
4. Unless directed otherwise, if the applicant moves forward with a definitive plan it shall comply with all the detailed requirements of the Rules, including but not limited to drainage details and calculations, profiles, cross sections, documentation on sight distances, sidewalks, open space reservation, and planting plans.

**Cc:** Acton Historical Commission  
Engineering Department  
Manager's Department