



**DRAFT**

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**Planning Department**

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**INTERDEPARTMENTAL COMMUNICATION**

**To:** Board of Appeals **Date:** September 22, 2006  
**From:** Planning Board  
**Subject:** 28 Willow Street and 212-214 Central Street Comprehensive Permit

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The Planning Board has reviewed the 28 Willow Street and 212-214 Central Street comprehensive permit application for one single family residence and one duplex (three residential units total). The site is located approximately 1/3 mile from the heart of West Acton Village, is zoned Village Residential (VR), and is in the Groundwater Protection District Zone 3. The project density and location are consistent with the Acton Master Plan and Acton's comprehensive permit policy that seeks to increase residential densities within and near Acton's villages and the Kelley's Corner commercial district. The project design and scale blend nicely with the local neighborhood and incorporate design elements discussed in the comprehensive permit policy. For these reasons, the Planning Board supports the project, but has the following three comments:

1. Usually a condition of a special permit approval is for the applicant to construct a sidewalk either along the site frontage(s) or in the local area, or contribute money to the Town sidewalk fund. If this proposal met all zoning bylaw requirements, it would have been submitted to the Board of Appeals as a special permit rather than a comprehensive permit application. The applicant has proposed a sidewalk along Central Street but not along Willow Street. If approved, this applicant, like other Willow Street special permit applicants, should also construct a sidewalk along the west side of Willow Street extending from one of the existing or approved sidewalks for a distance that equals the length of the site's frontage on Willow Street.
2. The driveway easement located on the Flannery property should be labeled as an access and utility easement on every Plan sheet for clarity and consistency.
3. The Plan sheets should have a signature line for the Acton Town Clerk and a note stating the Clerk certifies that the notice of approval of the Plan by the Board of Appeals has been received and recorded at their office and no appeal was received during the twenty days following receipt and recording of the notice.

cc: Don Johnson, Town Manager