

III

Kristin Alexander

From: Doug Tindal [doug_tindal@hotmail.com]

Sent: Wednesday, June 23, 2010 2:25 PM

To: Ann Chang; David Didriksen; Joseph Ianelli; Kristin Alexander; Nancy Dinkel; Richard Calandrella

Subject: HDC examples

All, If you go to the HDC's page on the town website...

<http://www.acton-ma.gov/index.aspx?NID=101>

...and go to the bottom of their page, you'll see a listing of subsites which direct people as to how to deal with the rules and regs about Historic Districts.

This looks like a pretty good place for us to start as we begin the process of reviewing the Signage Bylaw and preparing a narrative. Please read this material over. Kristin, please let's be sure that it appears as an item on our agenda for the next meeting. Thanks, Doug



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Historic District Commission (HDC)

Contact

Ph: (978) 264-9632 | [E-mail](#)
[Calendar of Events](#)

Meetings

- 7:30 PM
- Second and fourth Tuesday of each month

Minutes

Minutes are available following approval.
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Members

The HDC consists of seven regular members appointed by the **Board of Selectmen** to staggered terms. Among its members are property owners in each of the districts, an Acton realtor, and a registered architect.

Current Members

Michaela Moran	Term expires 6/2010
Scott Kutil	Term expires 6/2010
Kathryn Acerbo-Bachmann	Term expires 6/2010
David Honn	Term expires 6/2011
David Barrat	Term expires 6/2012
Ronald Rose	Term expires 6/2013
Maya Minkin - Alternate	Term expires 6/2012
Terra Friedrichs - Alternate	Term expires 6/2011

Responsibilities

The HDC is responsible for:

- Preserving the heritage of Acton by protecting the architecture and integrity of our three designated Historic Districts: **Acton Center**, **South Acton**, and **West Acton**
- Administering and enforcing the Town's local Historic District Bylaw, which was enacted by the Town in 1990

HDC Approval

Most changes to the exterior appearance of a building or site requires the HDC approval in the form of a Certificate of Appropriateness issued by the HDC before the work begins. A property owner must submit an **Application for Certificate**. In some cases, the HDC will determine that the proposed work is excluded from its jurisdiction and issue a Certificate of Non-Applicability. In order to obtain approval from another Town board or department (for example, a building permit), an owner must have either a Certificate of Appropriateness or Non-Applicability from the HDC.

Some changes to properties in a Historic District do not need HDC approval. You can read about these exemptions in the **HDC Rules and Regulations**. In general, if you have questions about whether the proposed changes fall under HDC review, please [e-mail us](#) or call us at (978) 264-9632.

The Application Process

It can take up to 60 days for an **Application for Certificate** to be approved by the HDC. Fortunately, most applications are reviewed and approved in a shorter time. All applications require notification of abutters and some require a public hearing. The legal framework for this process is set forth in the Town's **Historic District Bylaw** and the **HDC Rules and Regulations**.

The **Application and Review Flow Chart** is available to help you understand the process. The HDC has also published a set of **Design Guidelines** and the

CALENDAR

- Tue, July 13**
Historic District Commission
- Tue, July 27**
Historic District Commission
- Tue, Aug. 10**
Historic District Commission

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III.



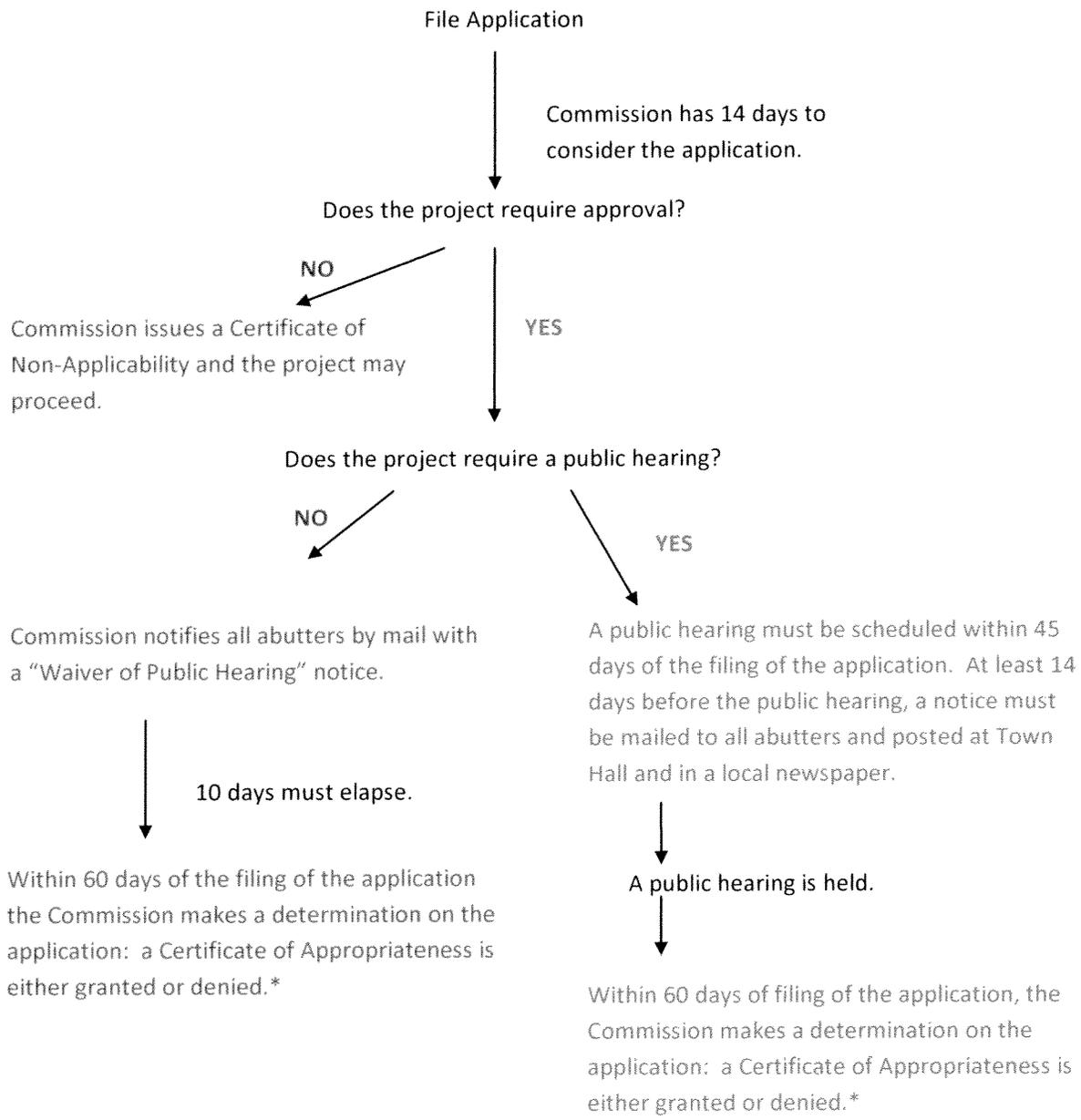
Criteria for HDC Decisions.

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Translate A set of small icons for language selection, including flags for German, Spanish, and other languages.



*The Commission usually makes its determinations before the 60 day requirement. If an application does not require a public hearing it may take two to three weeks to obtain a Certificate of Appropriateness. If an application requires a public hearing, the Commission usually makes its decision at the public hearing. In some cases, when applicant asks for an extension, the process will take longer than 60 days.