



Acton Zoning Board of Appeal

Minutes of Meeting

August 23, 2016

Acton Town Hall

Room 9

Zoning Board of Appeal members in attendance: Jonathan Wagner, Chairman; Adam Hoffman, and Ken Kozik. Staff present: Kristen Guichard, Assistant Town Planner; Victoria Kulwicki, Planning Intern; Katelyn Huffman, Board of Appeals Secretary. Also Present: Janet Adachi, Board of Selectmen Liaison, Richard Fallon.

Mr. Wagner opened the meeting on August 23, 2016 at 10:00AM

Consent

The Board unanimously voted to approve the minutes of the August 10, 2016.

Decision # 16-06 – 25 Newtown Road

After reading over the decision drafted by Mr. Kozik the Board unanimously voted to approve the decision as written. The Board then signed the decision and submitted it to the Board of Appeals Secretary.

Decision # 16-07 – 19 Henley Road

After reading over the decision drafted by Mr. Hoffman the Board unanimously voted to approve the decision as written. The Board then signed the decision and submitted it to the Board of Appeals Secretary.

Administrative Updates

The Board discussed rules of procedure and how to best improve the hearing process.

Mr. Wagner inquired about the review process of submitted, revised plans.

Ms. Guichard explained that the Planning Department and all other related Town Departments or Committees conduct a review of all submitted revised plans based on their purview. The Planning Department sends out any revised plans to other related Town Departments or Committees if they want to provide additional comments.

The Board agreed that they would like to wait to make a decision once all plans are finalized, but would treat each hearing on a case by case basis if certain items could be conditioned.

The Board discussed the conditions that the Planning Department recommended be used on every decision.

Ms. Guichard noted the conditions were provided to the Planning Department by town counsel, through a review of past Planning Board and Board of Selectmen decisions.

Board members were unclear as to the legality of the conditions proposed and whether or not to implement them.

The Board decided, with guidance from Janet Adachi, Board of Selectmen liaison, that it would be in the best interest of the Board to seek legal counsel from Town Counsel, regarding the proposed conditions before making a final decision.

Mr. Hoffman made a motion to adjourn the meeting at 10:30 AM.

Mr. Kozik seconded the motion.

The motion passed unanimously.

The meeting was adjourned at 10:30AM.