



ACTON PLANNING BOARD

Minutes of Meeting  
April 23, 2013  
Acton Town Hall  
Room 204

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MAY 15 2013

TOWN CLERK, ACTON

Planning Board members attending: Mr. Ryan Bettez (Chairman), Mr. Jeff Clymer (Vice Chair), Mr. Roland Bourdon, Ms. Kim Montella, Mr. Ray Yacouby, Mr. Derrick Chin, Associate members Mr. Rob Bukowski and Michael Dube. Also present: Assistant Planner Ms. Kristen Domurad-Guichard and Planning Board Secretary Ms. Kim Gorman.

Absent: Ms. Woolley Busse

Mr. Bettez called the meeting to order at 7:30 PM.

Mr. Bettez appointed Mr. Dube and Mr. Bukowski as full members for tonight's meeting.

### **I. Citizens' Concerns**

None raised.

### **II. Order of Layout relative to Relocation of Kennedy Right-Of-Way from NARA Park**

Mr. Corey York, Town Engineer/Director of Public Works, requested the Board recommend the Order of Street Layout of a portion of Quarry Road.

Mr. Clymer motioned to recommend the Order of Street Layout to the Board of Selectmen, Ms. Montella 2<sup>nd</sup>; all in favor.

### **III. Reports**

**DRB:** Ms. Montella reported the committee met with the Recreation Commission regarding the Pavilion at NARA. Ms. Montella stated their next meeting will be to meet with Panera to discuss their proposal to locate at the former McDonalds site in Kelley's corner.

### **IV. PH - 429 Great Road – Country Properties, LLC – Pegasus Farm Tack Shop Sign Special Permit**

Mr. Bettez opened the 429 Great Road Pegasus Farm Tack Shop Sign Special Permit application public hearing. Mr. Thomas Fleming, representative for Country Properties presented an application for a special permit to install a freestanding sign. Mr. Fleming is asking for the sign to be 8' wide by 5' high (40 square feet) and requested a height of 10'. The sign will be located on the left side of the building when facing the street. Board members reviewed staff comments and examples of freestanding signs in the immediate surrounding area.

Board members questions and comments:

Overall, the height and area is too large. It was also noted that a landscaped area and a sign setback will be required as stated in the Bylaw as well as located not to obstruct site distances.

Board members suggested removing some of the wording to make the sign easier to read.

Mr. Yacouby motioned for sign not to exceed 8' in height and 30 square feet in area, Mr. Clymer 2<sup>nd</sup>; all in favor.

Vote: Mr. Bettez, Mr. Clymer, Mr. Yacouby, Ms. Montella, Mr. Chin, Mr. Rob Bukowski and Michael Dube. Motion carried 7-0.

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Approved: Yes

Board members directed staff to have a draft decision to vote at next meeting.

**V. Ellsworth Village – Request for Decision Amendment**

Mr. James Fenton presented his request for an Amendment to the Ellsworth Village Senior Residences Special Permit. He stated the project will be fully sold with the exception of one remaining affordable unit. Mr. Fenton requested the Board allow the substitution for one of the three required affordable units with a monetary contribution in the amount of \$25,000 to the Acton Community Housing Program Fund. Mr. Fenton stated the last affordable unit has been available since 2009 and efforts to find a qualified buyer to purchase the unit have been difficult.

Board members reviewed a memo from the ACHC; recommending several alternative options in lieu of selling the last affordable unit. Mr. Fenton offered to contribute \$50,000 to the ACHC explaining he has been carrying this unit for many years.

Mr. Yacouby motioned to accept the amendment request and the \$50,000 donation to the ACHC, Mr. Dube 2<sup>nd</sup>; all in favor.

**VI. Rafanelli & Kittredge, P.C. – Amendment to Sign Special Permit 12-04**

Ms. Toni Rafanelli and Ms. Kimberly Ryan requested relief from Section 7.4.3.5 (permitting illumination from top down only) through Section 7.13.9 and permission through the power of the Board, to allow the sign to be illuminated using a light source projecting up from the ground. Ms. Ryan stated Rafanelli & Kittredge, P.C. was granted a sign Special Permit for a freestanding sign located at 1 Keefe Road on June 12, 2012. Ms. Ryan explained they had installed a solar light on top of the sign to comply with the section of the bylaw but have discovered that the lighting is not sufficient.

Board members reviewed documents and Board suggested options:

Research other lighting techniques gooseneck lighting (not extending the height of the sign); possible side lighting and possible higher wattage.

Board members suggested to drive by a night and directed staff to research if upward lighting has been approved under the current bylaw, if gooseneck lighting would increase the overall height and any issues with the current installed location and review at the next meeting.

**VII. Consent Agenda – Draft Minutes of 03/19/13**

The minutes of 03/019/13 were approved as amended.

**VIII. Administrative Update**

Mr. Clymer reported every zoning article passed at the Annual Town Meeting except the Donation Bins article. Board of Selectmen, Katie Green reported the Board of Selectmen voted to take no enforcement action against Donation Bins at this time and will review further.

The meeting was adjourned at 9:20 PM.

Respectfully Submitted,  
Kim Gorman