



# Town of Ashland

## MASSACHUSETTS

### Design Review Committee Meeting Minutes

B-C Conference Room

Town Hall, 101 Main Street, Ashland Massachusetts 01721

January 2, 2020 – Approved at Feb. 6, 2020 meeting

1 ***Call to Order***

2 Patrick McKelvey called the meeting to order at 7:15 pm. Bill Savage, Member; Sara Hines,  
3 Member; were present. Emma Snellings, Assistant Planner was also present.

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5 **Review of Minutes**

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7 The minutes from November 7, 2019 were approved with a vote of 3-0-0.

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9 **Discussion of Design Review Bylaw and what triggers Design Review**

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11 Mr. Savage suggested adding a design review trigger that is based on the square footage of the  
12 project. A discussion of what the minimum square footage that would trigger Design Review  
13 followed. Mr. McKelvey suggested adding public buildings as a trigger, and using 1,500 square  
14 feet for a threshold. Ms. Snellings will look at other communities to see what threshold other  
15 bylaws require. Mr. Savage pointed out that Boxborough's bylaws uses their use designations to  
16 define what types of projects go to Design Review, and it would be beneficial to structure  
17 Ashland's bylaw in a similar way. The committee questioned whether the redesign of the  
18 Mindess School would come before the Design Review Committee. If the square footage trigger  
19 is added, that would probably require the Mindess School to be reviewed.

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21 **Discussion of Sign Bylaw**

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23 Mr. McKelvey reviewed page 6 in the Design Review Guideline, which covers sign guidelines.  
24 Ms. Hines raised the topic of night lighting of signs and issues with glare from signs. The  
25 committee discussed the idea that the sign bylaw could be enforced more strictly. Mr. McKelvey  
26 noted that the Design Review Guidelines gives recommendations for new projects, but the  
27 signage bylaws are not being enforced for existing buildings. Specifically, the committee was  
28 concerned about illegal temporary signs and signage covering more window area than is  
29 permitted. The committee decided to draft a letter to the Planning Board recommending more  
30 stringent sign enforcement.

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32 **Discussion of possible future bylaw amendments**

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34 Mr. McKelvey suggested that the Committee draft suggestions for some areas in town that could  
35 benefit from redesign, including Stone Park and possible winter uses of Ashland State Park.  
36 Discussion of adding a planting list appendix to the Design Review Guidelines was deferred to  
37 the next meeting.

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39 **Staff Updates and Administrative Matters**

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41 The next meeting will be as scheduled on February 6<sup>th</sup>, 2020.

42 The meeting was adjourned at 9:00 PM.