



# Town of Ashland

MASSACHUSETTS

## Design Review Meeting Minutes [approved at Feb 1, 2018 DRC meeting](#)

Conference Room A

Town Hall, 101 Main Street, Ashland Massachusetts 01721

January 8, 2018

1 Present:

2 Sara Hines, Acting Chairman

3 Catherine Rooney, Member

4 Aaron Ladd, Member

5 Also present was Sheila Page, Town Planner.

6

7 Meeting was called to order at 7:05 PM

8

9 The Design Review Committee (DRC) decided that they would wait until the three members who  
10 attended the November 28, 2017 meeting were available to review the minutes. Minute approval was  
11 pushed to the next meeting.

12

13 Committee organization was discussed. Mr. Ladd volunteered to be the Clerk and take notes at future  
14 meetings. The rest of the positions were tabled until more members of the committee were able to  
15 attend.

16

17 There was much discussion of when is the appropriate time for Design Review in the site plan review  
18 process. Ideally, projects will be more "ready to go" than 128 Main was. It was agreed that it would be  
19 best that projects come to Design Review early in the process with the understanding that they may  
20 need to come back. The Committee also decided that it would be helpful to have a regular posted  
21 scheduled so that both committee members and applicants can plan for. The committee decided they  
22 would generally meet the first and third Thursdays of the month. This would also allow time for the  
23 Planning Board to receive the DRC's comments ahead of time.

24

25 The DRC expressed interest in reviewing more projects. The DRC triggers outlined in Section 9.6 of the  
26 Zoning By-laws were discussed. Members suggested we do a review of what other towns do for  
27 triggers and how they use the Design Review Committee. The DRC also wanted to review their  
28 jurisdiction in the by-laws and to review the Town's bylaw regarding signs sometime in the near future.

29

30 The design guidelines which were approved by the Planning Board, explains in detail application  
31 requirements and elements/attributes the DRC will be looking at during their review. These attributes  
32 were reviewed. Members asked that staff use the design guidelines develop a draft checklist for to use  
33 while reviewing the projects. In addition, the photographic examples seem to be more of existing  
34 conditions; i.e. what Ashland has now, as opposed to what Ashland wants. It was agreed that a select  
35 few photographs would be eliminated from the guidelines.

36

37 The DRC reviewed the proposed application. Members asked that the Section 9.6 design review  
38 triggers be included in the application. Also given member preferences the number of applications  
39 needed was reduced.

40

41 Design Review's place in the permitting process was discussed. Ms. Rooney asked that a project  
42 timeline be included somehow in the application. It would be helpful that all Boards have sense where  
43 the project is in the process. It was also suggested that approved plans get stamped with check boxes  
44 for approved, referred to date, and recommendations.

45

46 Committee reviewed existing design review standards and committee suggested removing some  
47 photographs of town areas, to better represent preferred design aesthetic for the town. Town Planner  
48 said they would update the document and present back to the committee.

49

### 50 **Adjournment**

51 Mr. Ladd made a motion to adjourn the meeting at 9:10 pm. The motion was seconded by ~~Ms.~~  
52 ~~Rooney~~Ladd and passed with a vote of 3-0.

53

### 54 **Documents reviewed at the January 8, 2018 Meeting:**

55 \*Documents can be reviewed at the Community Development Office in Town Hall.

56

57 Agenda for January 8, 2018 meeting

[Type here]

|    |                                 |
|----|---------------------------------|
| 58 | Draft Design Review Application |
| 59 | 2016 Design Review Guidelines   |
| 60 | Chapter 282, Section 9.6        |
| 61 |                                 |