



Town of Ashland

MASSACHUSETTS

Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

January 14, 2021 at 7:15 PM – Approved at Feb. 25, 2021 meeting

1 ***Call to Order***

2 Dale Buchanan, Planning Board Chair, called the meeting to order at 7:15 PM and reviewed the
3 meeting agenda. Emma Snellings, Assistant Planner, explained that the meeting was being
4 held via Zoom recorded by WACA TV. She provided the video conference meeting access
5 numbers and passcodes.

6
7 **Presentation of proposed Downtown Zoning changes by MAPC: Chris Kuschel, MAPC will**
8 **present draft zoning bylaws for the Ashland Downtown District as a part of the Massachusetts**
9 **Technical Assistance Grant.**

10 Chris Kuschel explained the additional refinements of the zoning changes and the option to convert
11 the ADD-A overlay district to base zoning. He summarized the changes based on the board's
12 feedback, including modified diagrams, updated side and rear yard requirements, the addition of
13 horizontal modulation requirements, and a zoning map. Mr. Kuschel also provided the current lot
14 requirements for each sub-district and compared to what is there today. He found, for instance, in
15 District ADD-A 65% are lower and do not meet the minimum lot size. Therefore, he thought it
16 might make sense to lower some of the requirements.

17
18 Concerning the concept of converting the ADD-A overlay district to base zoning, he explained that
19 the idea was to simplify the zoning and ensure future development would be conducive to what
20 would be considered appropriate for downtown, although the change would reduce development
21 options for landowners.

22
23 Ms. Kendall questioned whether the change would result in future projects needing Special Permits
24 because the majority of the lots are non-conforming. The members felt that a working session
25 dedicated to this topic would be warranted to understand the big picture and current zoning in order
26 to settle on proposed changes.

27
28 Mark Dassoni offered to help work on this topic and share his knowledge of zoning.

29
30 **Public Hearing: 10 Metcalf Ave Site Plan Review**

31 Mr. Buchanan opened hearing and read the public notice.

32
33 Mr. Matchak explained that 10 Metcalf Ave. is in the downtown overlay district, and is a pe-
34 existing non-conforming lot, due to its size. The Zoning Board of Appeals found that the
35 proposal was not substantially detrimental and approved the Special Permit to allow the
36 proposed development on the parcel. He further explained that George Connor, Attorney
37 representing the applicant, is seeking Site Plan approval, and the applicant has met with the
38 Design Review Committee (DRC) last week.

39
40 Mr. Connors clarified that the applicants are Mr. Barbari and Mr. Reardon. He also mentioned
41 that he is a civil engineer with Connorstone Engineering and prepared the plans and
42 completed the survey work. He explained that the lot at 10 Metcalf Ave., is in the Industrial
43 zone and a Variance was issued as well as a Section 6A. Mr. Connor described the 30 ft. by 40
44 ft. building proposed for the site, with an average setback and parking at the rear. He reviewed
45 the Site Plan and surrounding area, and briefly described the stormwater plan that was filed
46 with the Conservation Commission.

47
48 The applicants described the building, which is a single unit, with a high first floor and a small
49 office above. Its intended business use is landscaping, landscaping contracting and masonry.
50 Mr. Reardon explained that the company equipment will be stored inside, trailers and trucks
51 will be parked outside in the contractor's lot, and no landscaping materials will be stored

52 onsite. The building meets the zoning criteria, and the proposed size, design and landscaping
53 are in line with the abutting residential properties. Mr. Connor indicated that a screened
54 dumpster will be placed in the rear and down lights attached to the building.

55
56 Mark Dassoni commented on the building's character and setback.

57
58 Ms. Snelling mentioned that the DRC have asked the applicants to appear at their next meeting
59 concerning the recommended and completed changes to add windows and landscaping to
60 soften the building's design consistent with a residential and commercial zone.

61
62 Mr. Rubertone made a motion to close the 10 Metcalf Ave. public hearing. The motion was
63 seconded by Ms. Kendall; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-
64 aye; with a vote of 5-0-0.

65
66 Ms. Kendall made a motion to approve the Site Plan with the condition that the applicant
67 obtains the DRC approval of the completed design changes and rendering of the building with
68 the color palette is submitted to the Planning Board upon the application of the building
69 permit for final review and approval. The motion was seconded by Mr. Rubertone; Kendall-
70 aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a vote of 5-0-0.

71
72 Ms. Kendall made a motion to authorize Dale Buchanan to sign the decision on behalf of the
73 board. The motion was seconded by Mr. Rubertone; Kendall-aye, Krishnan-aye, Venkat-aye,
74 Rubertone-aye, Buchanan-aye; with a vote of 5-0-0.

75
76 **Review of 12 Pond Building Color and First Floor Windows, in accordance with Condition #29 of**
77 **the 12 Pond Street Special Permit Decision dated Dec. 23, 2019**

78 Regarding 12 Pond St., Mr. Matchak reviewed the decisions pending before the board,
79 including the siding colors, roof materials and the first-floor windows.

80
81 Ms. Kendall stated that she viewed the building this afternoon and the siding is already
82 installed on the rear and a portion of the east facing side, and due to the condition, the work
83 was completed prematurely. Mr. Matchak responded, if so, the applicant completed that work
84 at his own risk.

85
86 Jim Chen appeared to follow-up on Condition #29. He reviewed building renderings with the
87 proposed colors. Ms. Kendall remarked that the gray color on the rear rendering does not
88 match the khaki siding currently installed. She also noted that the colors are different on the
89 final approved renderings originally presented and the renderings submitted and presented
90 this evening.

91
92 Mr. Matchak said that he would notify the applicant in the morning and tell him to halt the
93 installation of all siding and exterior finishes until the board has approved the colors. Also, the
94 applicant will be required to provide updated renderings that depict what is already installed.

95
96 The board reviewed renderings of the proposed large roll-up windows to be installed at the
97 front of the building, and issued no decision on the matter until the site could be looked at as a
98 whole. The members commented that if the windows function differently they still should all
99 have a uniformed visual design.

100
101 Ms. Kendall shared pictures she took earlier in the day of the building that confirmed the siding
102 colors did not match what was depicted in the renderings. She recommended that the
103 applicant provide samples of the metal roof over the entry way. The board instructed the
104 applicant to provide updated renderings for the next meeting.

105
106 **Review and Approval of Minutes**

107 Ms. Kendall made a motion to approve the minutes from November 12, 2020, as amended. The
108 motion was seconded by Mr. Rubertone; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-
109 aye, Buchanan-aye; with a vote of 5-0-0.

110

111 Ms. Kendall made a motion to approve the minutes from December 10, 2020, as amended. The
112 motion was seconded by Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye,
113 Buchanan-aye; with a vote of 5-0-0.

114

115 **Administrative Matters: future meetings, public hearings**

116 Concerning the proposed 40R development on Main St., Mr. Buchanan reported that the
117 Select Board requested a joint meeting with the Planning Board next Wednesday.

118

119 The next regular Planning Board meeting is scheduled on January 28, 2020.

120

121 **Report from Board Members and Town Planner**

122

123 **Peter Matchak**

124 Mr. Matchak reported that 128 Main St. receive final building inspection of the residential units
125 in the building. Also, Robert Hill Way is nearly completed and will open soon.

126

127 Regarding the Select Board joint meeting on January 20th, Mr. Matchak agreed to email a
128 reminder and zoning topics the board members should review prior to the meeting.

129

130 Cece Doucette will appear at the January 28th meeting concerning cellphone towers.

131

132 ***Adjournment***

133 Ms. Kendall made a motion to adjourn the meeting at 9:10 pm. The motion was seconded by
134 Mr. Rubertone; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a
135 vote of 5-0-0.

136

137 ***Documents***

- 138 1. January 14, 2021 Agenda
- 139 2. 10 Metcalf Site Plan Review Application and Site Plan
- 140 3. 12 Pond Street Color Samples and Window Samples dated Jan 7, 2021
- 141 4. Draft Nov. 12, 2020 minutes
- 142 5. Draft Dec. 10, 2020 minutes