



Town of Ashland

MASSACHUSETTS

Design Review Committee Meeting Minutes

Zoom Video Conference

Town Hall, 101 Main Street, Ashland Massachusetts 01721

January 21, 2021 – Approved at February 4, 2021 meeting

1 ***Call to Order***

2 Bill Savage, Chair, called the meeting to order at 7:00PM. Bill Novakowski, member, Ujwala
3 Pawnarkar, member and Cathy Rooney, member were present. Emma Snellings, Assistant Town
4 Planner, recorded the meeting.

5

6 **10 Metcalf Ave Public Discussion**

7 Ms. Snellings provided an update about the 10 Metcalf Site Plan Review with the Planning
8 Board. The Planning Board issued a conditional approval dependent on a favorable report from
9 the Design Review Committee at their meeting on January 14, 2021.

10

11 John Reardon, applicant representative, presented the updated renderings and landscape plan.
12 Ms. Rooney asked about buffer plantings on the west side of the building, and Mr. Reardon
13 stated that there will be a privacy fence along that side of the parcel. Mr. Savage asked about the
14 building color, and Mr. Reardon stated that it would be a neutral color. The windows requested
15 at the last meeting were shown on the updated renderings. The Committee thanked the applicant
16 for returning with the requested changes.

17

18 Ms. Rooney motioned, and Mr. Novakowski seconded, that the applicant has satisfied the
19 requirements of the Design Review Committee, which passed with the following vote:

20 Mr. Savage: Aye

21 Mr. Novakowski: Aye

22 Ms. Pawnarkar: Aye

23 Ms. Rooney: Aye

24

25 **Discussion of Sign Bylaw**

26 The Committee briefly discussed the letter that was drafted last March about the sign bylaw.
27 After a few small edits, the Committee agreed that the letter should be sent to the Planning Board
28 and Building Commissioner, and Ms. Snellings will set up a time on the Planning Board agenda
29 for a discussion of the sign bylaw.

30

31 **Staff Updates and Administrative Matters**

32 Ms. Rooney asked that a contact list be sent to the Committee, which Ms. Snellings agreed to do.

33

34 Ms. Rooney asked about a subcommittee being formed to review a potential project in
35 Downtown Ashland. Mr. Savage expressed interest in being on the subcommittee. Ms. Snellings
36 stated that she find out more information about the subcommittee.

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38

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40 **Discussion of possible changes to the Design Review Bylaw and Design Review Guidelines**

41 Ms. Snellings briefly reviewed the discussions about bylaw and guideline amendments from last
42 year. Ms. Rooney requested that the minutes from those discussions be distributed, and that the
43 mechanics of the Design Review bylaw be reviewed with the Committee. Ms. Snellings will
44 provide a review at the next meeting.

45

46 **Review of Minutes**

47 Review of minutes was continued to the next meeting.

48

49 The meeting was adjourned at 7:30 PM.