



# Town of Ashland

MASSACHUSETTS

## Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

January 28, 2021 at 7:15 PM – Approved at March 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 **Downtown Zoning Presentation Follow-Up**

8 Mr. Matchak reviewed a map of the current downtown Zoning Districts A, B, and the overlay  
9 Downtown District A to clarify the areas in scope. He explained that because the overlay  
10 district overlaps both industrial and downtown commerce zoning, the MAPC consultant  
11 recommended the overlay Ashland Downtown District (ADD) zone should become the base  
12 zoning to add clarity for development.

13  
14 Mr. Matchak explained that zoning is fluid, and the reasons zoning is changed is based on  
15 municipal objectives. He reviewed the current Table of Uses and there was a discussion  
16 concerning current approved, restricted, and special permitted uses.

17  
18 Mark Dassoni asked several questions concerning the proposed downtown zoning changes.

19  
20 In preparation for the next meeting the board agreed to review the downtown zoning map, the  
21 Zoning Bylaw Section 8.5, the Urban Land Institute's report, the results of the community  
22 downtown survey initiative, and conduct a public hearing walking tour of the downtown area.

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

26 Charles Zammuto, Applicant and Jim Chen, Architect, were in attendance on the call. Mr. Chen  
27 displayed building renderings with the siding color schemes. The primary siding colors were  
28 James Hardy plank slate gray, khaki brown, and Navajo beige. Mr. Buchanan asked, and Mr.  
29 Chen confirmed that the two gabled bays in the rear of the building would be painted slate  
30 gray. The site construction drawings were compared to the renderings, specifically the  
31 building's side view. Mr. Chen confirmed that the roof bays that conceal the elevator shaft and  
32 staircase, not included in the renderings, would be constructed with slate gray siding.

33  
34 The members raised concern that the presented renderings were inconsistent with what is  
35 actually built, thus making the board's evaluation of the project very difficult. They also noted  
36 the construction drawings and siding colors the board approved on July 13, 2020 did not  
37 match the presentation, therefore calling into question the project team's attention to detail  
38 and their overall process. Mr. Chen responded that the reason for the discrepancies between  
39 the final approved construction drawings and the building that has been physically  
40 constructed was that the wrong set of finalized drawings were printed and presented to the  
41 construction team on site. Mr. Chen acknowledged responsibility for this error and apologized  
42 to the Board.

43  
44 Mr. Zammuto expressed his willingness to modify the siding color schemes with paint to meet  
45 the board's liking. There was a discussion concerning the proposed installed garage doors and  
46 front rolled windows that were not approved by the board. Regarding the brick on either side  
47 of the entry doors and roll-up windows, Mr. Chen confirmed the width of the brick at 6.2 ft.  
48 versus 8.2 ft. on the original plans. Replacing the trim above the window with stationary glass  
49 was recommended. They asked Mr. Zammuto to review the approved drawings and the  
50 board's suggestions with the architect and rework the façade to reflect the best design.

51

52 The Board discussed whether it made sense to require the developer to replace the improperly  
53 constructed rear of the building, and agreed that it was not necessary. Ms. Kendall made a  
54 motion to approve the reduced gabled bays at the rear of the building from four to two. The  
55 motion was seconded by Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye,  
56 Buchanan-aye; with a vote of 5-0-0.

57  
58 The members decided on the roof color driftwood made by Landmark Designer Shingles, and  
59 discussed modifying the siding color scheme with paint, if needed.

60  
61 Ms. Kendall made a motion to approve the Landmark Designer Shingles roof shingle color  
62 "driftwood". The motion was seconded by Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-  
63 aye, Rubertone-aye, Buchanan-aye; with a vote of 5-0-0.

64  
65 The members cited the missing sprinkler room window and rear door. Mr. Zammuto  
66 confirmed they would both be installed. The board asked Mr. Zammuto to include the  
67 discussed window, door, and the approved shingle color in the revised renderings to match the  
68 building as built. Mr. Zammuto suggested a site visit to finalize the siding colors once the roof  
69 shingles are installed.

70  
71 **Administrative Matters: future meetings, public hearings**

72 The next regular Planning Board meeting is scheduled on February 11, 2020.

73

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

75

76 **Tricia Kendall**

77 Ms. Kendall expressed interest in the participating in the 10-50 Main St. Committee if it is  
78 formed. Ms. Kendall and Mr. Buchanan noted that Preston Crow had sent the Board  
79 information on joining the Upper Charles Trail Committee, and if anyone from the Planning  
80 Board is interested they can pursue membership on that Committee.

81

82 ***Adjournment***

83 Ms. Kendall made a motion to adjourn the meeting at 9:51 pm. The motion was seconded by  
84 Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a  
85 vote of 5-0-0.

86

87 ***Documents***

- 88 1. January 28, 2021 Agenda
- 89 2. 10 Metcalf Site Plan Review Application and Site Plan
- 90 3. 12 Pond Street Exterior Elevations dated Jan 25, 2021
- 91 4. 12 Pond Street Exterior Color Review dated Jan 27, 2021

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