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

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

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

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

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

Review of 12 Pond Building Color and First Floor Windows, in accordance with Condition #29 of the 12 Pond Street Special Permit Decision dated Dec. 23, 2019
Charles Zammuto, Applicant and Jim Chen, Architect, were in attendance on the call. Mr. Chen displayed building renderings with the siding color schemes. The primary siding colors were James Hardy plank slate gray, khaki brown, and Navajo beige. Mr. Buchanan asked, and Mr. Chen confirmed that the two gabled bays in the rear of the building would be painted slate gray. The site construction drawings were compared to the renderings, specifically the building’s side view. Mr. Chen confirmed that the roof bays that conceal the elevator shaft and staircase, not included in the renderings, would be constructed with slate gray siding.

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

Mr. Zammuto expressed his willingness to modify the siding color schemes with paint to meet the board’s liking. There was a discussion concerning the proposed installed garage doors and front roled windows that were not approved by the board. Regarding the brick on either side of the entry doors and roll-up windows, Mr. Chen confirmed the width of the brick at 6.2 ft. versus 8.2 ft. on the original plans. Replacing the trim above the window with stationary glass was recommended. They asked Mr. Zammuto to review the approved drawings and the board's suggestions with the architect and rework the façade to reflect the best design.
The Board discussed whether it made sense to require the developer to replace the improperly constructed rear of the building, and agreed that it was not necessary. Ms. Kendall made a motion to approve the reduced gabled bays at the rear of the building from four to two. The motion was seconded by Ms. Krishnan; Kendall–aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a vote of 5-0-0.

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

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

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

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

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

**Report from Board Members and Town Planner**

**Tricia Kendall**

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

**Adjournment**

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

**Documents**

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