



Town of Ashland

MASSACHUSETTS

Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

March 11, 2021 at 7:15 PM – Approved at April 8, 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.

4
5 **Public Hearing – 0 Megunko Site Plan Review**

6 Mr. Matchak explained that George Connors, Attorney representing the applicant, requested a
7 continuance to allow the applicant additional time to provide the requested updated site
8 renderings.

9
10 Mr. Rubertone made a motion to continue the 0 Megunko public hearing until March 25, 2021
11 at 7:15 pm. The motion was seconded by Ms. Kendall; Kendall-aye, Krishnan-aye, Venkat-aye,
12 Rubertone-aye, Buchanan-aye; with a vote of 5-0-0.

13
14 **Downtown Zoning Tour and Zoning Amendment Discussion**

15 As a result of the Planning Board downtown tour public meeting, the board members reviewed
16 their recommended bylaw modifications, specifically the items noted below that are included
17 in the Metropolitan Area Planning Council's (MAPC's) technical memo.

18
19 **Setback Requirements** – The members discussed the need to consider the pending
20 downtown streetscape improvement design, which in areas may expand sidewalks by
21 five feet. They confirmed the redline modifications outlined in the Dimensional
22 Standards table.

23
24 **Building Height** – The members discussed having a maximum upper limit height of 3-
25 stories or 38 ft., with some situations allowing a maximum of 45-ft., or no taller than
26 Town Hall. They also recommended asking MAPC to review and confirm the
27 specifications align with other communities.

28
29 **Building Design Standards – Massing** – Several building images that depict fundamental
30 design concepts were recommended to replace the old drawings, as well as direction to
31 break-up massing with various elements within a maximum length.

32
33 **Building Design Standards – Building Details** – The members agreed that design
34 specifications, such as the mansard roof lines, dormers, and 60% front façade glazing
35 would be detailed. They also discussed including flat roofs with attractive architectural
36 features.

37
38 **Uses** – The previously approved elimination of storage facilities from Commercial
39 Highway zones and not Industrial zoning was discussed. Industrial uses on the Table of
40 Principal Use Regulations were reviewed and the members discussed introducing a
41 Light Industrial zone in the Pleasant St. downtown area that would exclude traditional
42 Industrial Uses from that parcel.

43
44 Cathy Rooney, Design Review Committee, commented on potential setbacks requirements,
45 roof design details to support rooftop functional uses, and the inclusion of small manufacturing
46 and small retail grocery stores in the proposed Light Industrial zone.

47
48 Ms. Kendall asked for an explanation and confirmation that the 2.0 floor area ratio (FAR)
49 designation is standard and relative to include in the bylaw.

50
51 Mr. Rubertone mentioned that the Community Preservation Committee (CPC) invested grant
52 funds to create the Trolley Brook Trail. He recommended the members consider useful
53 connection points to incorporate the trail within the downtown concept.

54

55 Mr. Matchak indicated that he would brief the consultant on tonight's discussion, send the
56 meeting video for their review, and ask that they present a mock-up of the bylaws for the
57 members to finalize.

58
59 **Discussion of possible zoning bylaw amendments, including:**
60 Covered Porch Bylaw – The members reviewed the edited version of the proposed
61 bylaw. They modified (i) to specify a maximum height of 38 inches for open guard rails
62 and handrails, the ADA standard.

63
64 The next step is a public hearing on April 8th and request a review by Town Counsel
65 prior to the Warrant closing and Town Meeting.

66
67 Design Review Trigger Correction – The correction removed the reference to Section
68 9.4.7 and added Section 9.4.1.7 concerning the Design Review trigger in the Site Plan
69 Review bylaw.

70
71 The next step is a public hearing on April 8th, and add the approved language to the
72 Warrant for Town Meeting

73
74 **Discussion of 0 Memorial Drive Comprehensive Permit Comments**

75 Mr. Matchak asked for Planning Board members to send any comments on the 0 Memorial
76 Drive Comprehensive Permit to him.

77
78 **Review and Approval of Minutes**

79 Mr. Rubertone made a motion to approve the minutes from February 11, 2021 as amended. The
80 motion was seconded by Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye,
81 Buchanan-aye; with a vote of 5-0-0.

82
83 **Administrative Matters: future meetings, public hearings**

84 Mr. Matchak reported on the following initiative:

85
86 0 Megunko is the next scheduled public hearing.

87
88 The Planning Office and the Economic Development team are working on outdoor seating
89 annual guideline to address requests for outdoor seating with six parking spaces or expansion
90 of indoor seating capacity by 25% that would trigger Site Plan Review.

91
92 81 W. Union St. Phase II site work has started. The applicant is required to review their
93 construction plan with the Planning Board.

94
95 A Public Safety Building pre-construction meeting was held, and the project is expected to
96 begin next Monday.

97
98 Mr. Matchak reported that the public hearing started two weeks ago on the 0 Memorial Dr. 40B
99 development. He invited the members to submit comments concerning the project to the
100 Zoning Board of Appeals.

101
102 The next Planning Board meeting is scheduled on March 25, 2021. Town Meeting is scheduled
103 for June 12th.

104
105 **Report from Board Members and Town Planner**

106 None.

107 **Adjournment**

108 Ms. Kendall made a motion to adjourn the meeting at 9:30 pm. The motion was seconded by
109 Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a
110 vote of 5-0-0.

111 **Documents**

- 112 1. March 11, 2021 Agenda
113 2. 0 Megunko Continuance Request dated March 3, 2021
114 3. Downtown Zoning Technical Memo dated March 28, 2020
115 4. February 11, 2021 draft minutes